

How to write a polite reminder email?

When following up on an e-mail:

I usually forward the original e-mail to the original recipient, with some added text at the top.

```
Hello [Name],  
Have you had time to look into this?
```

```
Kind Regards,  
...
```

```
Forwarded message:  
From: .....  
Date: ...  
Subject: ...  
To: ...  
...
```

Friendly Reminder Email Sample

Robert R. Redfield



Friendly Reminder Email Sample:

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