

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

O García

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the name O García.

Friendly Reminder Email Sample:

Friendly Reminder Email Sample Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the ability of words has been evident than ever. They have the capability to inspire, provoke, and ignite change. Such may be the essence of the book **Friendly Reminder Email Sample**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book's key themes, examine its writing style, and analyze its overall impact on readers.

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