Follow-up Email – Write a follow-up email.

When you want information about work or a project, you can ask a direct question or directly request the information that you need or want. Or you can tell people that you're following up. Telling someone that you're following up is less direct than just asking for information or asking for a progress update. Here are ways to begin your communication using "follow up". From one to eight, each phrase becomes just a bit less direct or, in a way, more polite in that it sounds gentler in the specific level of urgency an introductory phrase with "follow up" may have. The differences are very subtle. Of course, the first option does not use "follow up": just ask the question or request the information.

Ask a direct question. Ask for the information. Or start by stating that you're following up.

1. I'm following up
2. I'm just following up
3. I just want to follow up
4. I want to follow up
5. I wanted to follow up
6. I just wanted to follow up
7. I would like to follow up
8. I would just like to follow up

Here are few ways to begin a follow-up communication without writing or saying "follow up". They seem to be a bit more formal or serious in tone. Using "follow up" in your communication seems to carry, in a relative way, more a tone of "friendliness".

1. In reference to
2. Regarding
3. About
4. About the

State what is going to happen or what you want to happen. Here are a few ways to begin.

1. Going forward
2. As we move towards
3. As we progress
4. Going into the
5. As we come to
6. As we complete
7. Now that we've finished
8. Now that we've completed
9. Now that X is complete

State what is going to happen or what you want to happen in a more direct way.

1. I want
2. We're going to
3. Here's what happening next
4. This is what's going to happen next
5. This is what's up next
6. The next step is

Write a follow-up email. Notes and other ideas for ways to start

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