

Urgent Requests Via Email

set a deadline	I need this report by Monday morning at the latest. I can give you until the end of the month. You have from now until the end of the week.
request confirmation	Please confirm by return email. Could you please confirm receipt of the attached files. I need you to confirm you'll be able to finish on time.
alternate contact	You can reach me by phone at 123-4567. Leave a message with the help desk. You can also contact Bob Hostings in accounting.
give an ultimatum	If you aren't able to abc we'll have to xyz. Unless we hear from you by tomorrow we'll go ahead cancel the order. Without action we'll be forced to cancel the shipment.

Highlight the elements above in the message below.

Get to the point

less clutter =
more direct

To Whom It May Concern at WF Luden,

My name is Robert Hostings from Quest Inc.

I'm writing regarding an order placed by your department on June third. We have not received payment for this order and urgently request immediate action.

If you aren't able to process the payment by the end of the month we'll be forced to cancel the order.

Of course we would like to avoid such action. Therefore please confirm receipt of this message as soon as possible. You can also contact our collections department at 1-800-459-1712.

We are looking forward to hearing back from you soon.

Best,

R. Hostings

Offer a solution

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