



Sample Greetings

- Good morning, [Client Name]!
- Hello [Client Name], hope you're having a great day.

Status Updates

- I wanted to let you know that [task] is now complete.
- Here's an update on today's tasks: [brief summary].
- I'm currently working on [task] and expect to finish by [time].

Clarifying Questions

- Just to clarify, would you like me to [specific action]?
- Can you please confirm if I should prioritize [task A] over [task B]?
- Could you provide more details about [project or instruction]?

Handling Mistakes/Feedback

- Thank you for your feedback. I'll make the necessary changes right away.
- I apologize for the oversight and will correct it immediately.
- I appreciate your input and will keep it in mind for future tasks.

Polite Closings

- Please let me know if you have any other instructions.
- Thank you for your guidance!
- Looking forward to your reply.