

Friendly Reminder Email Templates

Included in this document are several customizable reminder email templates. You can use them to follow up with anyone for sales, networking, recruiting, or any other situation.

We've broken down each of these templates by section for easy discovery.

Once you decide on the template you want to use, simply copy it into your email window and make it your own. You can add, delete, or edit any of the contents in the email as you see fit.

General Follow-Up Email Templates

General Follow-Up #1

Hi [First Name],

Hope you're having a good day!

I wanted to quickly follow up on [Topic in Question]. Last we spoke, I believe [Describe Follow-Up Actions].

With that said, would you be able to [Outline Requested Follow-Up Actions]?

Let me know if you have any questions for me here.

Thank you,
Signature

General Follow-Up #2

Hi [First Name],

Sorry for the delay on my end! To follow up on what we were talking about on [Date of Conversation], I wanted to send over [Describe Deliverable].

[Provide an Elaboration on the Deliverable or Decision Outlined Above.]

As for next steps, I was thinking that I would [Outline Next Steps] and you could [Outline Next Steps]. How does that sound to you?

Thanks again and let me know if you have any questions.

Signature

Friendly Reminder Email Templates

Friendly Reminder for a Due Date

Hi [First Name],

Hope your week is going well!

I wanted to send a friendly reminder that [Deliverable] is/was due on/by [Due Date]. Without [Deliverable], [Implication of Late/No Deliverable].

Please let me know if you have anything precluding you from getting [Deliverable] by [Date]. I'm happy to help or answer any questions if needed!

I appreciate your help here and look forward to hearing from you soon!

Best,
Signature

Friendly Reminder for Favor

Hi [First Name],

Thank you again for taking the time to speak with me on [Day]!

I was hoping to send a friendly reminder about my request for [Favor]. Your [Description of Favor] would go a long way as I [Description of Activity/Goal That the Favor Would Help With].

I truly value your time, assistance, and expertise here — so would it be possible to have [Favor] by [Preferred Due Date]? That way, I'd be able to [Benefit of Favor Being Complete by Date].

If this isn't feasible, please do let me know.

Again, thank you so much for your help!

Signature

Making an Intro

Hi [First Name],

Thank you so much for meeting with me today. I really enjoyed our conversation and learning more about what you do at [Company]. I truly appreciated all your advice and tips on how to [Topic of Discussion].

I think you would benefit from an introduction to [Name], who handles [Task] at [Company], because [Reason]. I think you two would have a lot to talk about!

Can I connect the two of you over email?

Thanks again for your time the other day!

Best,
Signature

Asking for an Intro

Hi [First Name],

It was fantastic meeting you last week at [Event]. I enjoyed our conversation about [Topic]!

As we were discussing my projects, you mentioned that you know [Contact Name] over at [Company Name] and how she's an expert in this space. If you're willing, an introduction to [Contact Name] would be greatly appreciated!

Would you be able to take a moment to introduce me?

Thanks so much!

Signature

Making a Recommendation

Hi [First Name],

So glad we got to meet at [Event]. I checked out your website afterward and loved your take on [Topic]. Have you tried using [Recommendation you spoke about]? I use that framework with my team and it has been incredibly successful.

Happy to chat more about it or send over some templates and examples if you're interested.

Again, it was great meeting you at [Event], and I hope to see you again soon.

Signature

General Networking

Hi [First Name],

I've really enjoyed learning more about what you do and would love the opportunity to connect over coffee to learn more about your experience with the industry or specialty. I'm currently working [Role or Project at Company Name] and I am very interested in learning more about how you use [Solution/Topic Discussed].

I know you must be very busy, but I thought I'd try my luck. Would you be able to grab a coffee for 20 minutes on [Day] at [Time]?

Thanks,

Signature

Sharing a Resource

Hi *[First Name]*,

It was great meeting you at *[Event]*. I remember you mentioning that you're trying to revamp *[Project/Initiative]* next quarter, and I thought I would share *[Resource]* that I used to exceed my own target goals by the result.

It's called *[Name of Resource]* and I just sent you the *[Method of Delivery. I.e. "the copy" or "the link."]*. Hope you like it!

Happy to discuss the book or my approach if you'd like.

Just let me know!

Signature

Local Networking

Hi *[First Name]*,

While I'm here in *[City or Area]*, I'd love to continue the conversation we had *[Time of Last Conversation]*!

I know you must be busy, but I've enjoyed our talks and would love to meet again. If you're around, I'm flexible to work with your schedule while I'm in town.

What days and times might work for you this week?

Signature

Clarification for a Solution

Hi *[First Name]*,

Great meeting you yesterday and learning more about your story with *[Company Name]*. I really admire how you *[Compliment towards person or company]*.

I've been thinking about our ongoing struggle with *[Business Challenge]*, and I was hoping you could help us solve our problem. You seem to have a great grasp on *[Business Challenge]* and I'd love to know if you'd be willing to share your insights.

Would you be able to hop on a call some time this week to discuss more? If you're pressed for time, perhaps you could provide a couple of recommendations on how to get started here over email.

Cheers,

Signature

Feedback on a Project

Hi *[First Name]*,

It was great meeting you at *[Event]*!

If you recall, I was telling you about the project I've been working on, *[Describe project]*.

If you still have the time, I'd love any and all feedback on it. Here's a link to what we've done so far: *[Insert link or attachment]*.

Specifically, I'd appreciate your insights on these questions:

1. *Question 1*
2. *Question 2*
3. *Question 3*

Thanks in advance for sharing your expertise here!

Signature

Thanks for Meeting

Hi *[First Name]*,

Thank you so much for taking time out of your busy schedule to meet with me today and discuss *[Topic]*.

I enjoyed learning more about *[Specific Discussion Point]* and hearing about your experience as a *[Job Title]*.

Our discussion confirmed my interest in this industry, and I hope to keep in touch as I begin my journey toward a career path similar to the one you've taken.

Thank you again for your time and advice.

Best,
Signature

Resending Resources

Hi [First Name],

Hope you're well. Did you have a chance to look at the [Resource Type(s)] I sent last week?

Since it was a pretty long list, I've compiled the most useful ones below:

- [Asset #1]: This is a great how-to on resolving [Business Pain Point] – very quick read.
- [Asset #2]: You were curious about [Insert Product Feature], and this is a great summary written by my colleagues.
- [Asset #3]: Here's a case study about [Company Name], a company in your industry that has benefited from our services.

I'd love to touch base this week and see if we can help [Business Name] [Explain Desired Results]. Are you free on [Date] for a ten-minute call?

Thanks,

Signature

Follow-up After a Demo

Hello [First Name],

Just bumping this up in your inbox. Did you get a chance to speak to [Decision Maker Name] about moving forward with [Product/Service Name]?

If not, I'd love to set up a phone call so I can get you started [Desired Results]. Are you and your manager available on [Day] morning for a brief phone call?

Thanks

Signature

Follow-up After Sending a Quote

Hi [First Name],

Hope your week is going well. Did you get a chance to look over the quote I sent on [Date]?

The sooner I get the quote approved, the sooner we can get your business to [Explain Desired Results].

I'd be happy to answer any questions and discuss the terms of the contract. Let me know if you'd like to hop on a call on [Date].

Thanks,

Signature

Following Up After Sending Product Samples

Hi [First Name],

Hope you're enjoying the product samples so far. I sent you an email last week to get your thoughts on the samples and wanted to check back in.

How are the [Product Type] samples working for you? I've compiled a comparison chart for the products I sent over:

[Insert Comparison Chart]

Once again, I would recommend [Product] because of its [Key Feature], which we think would be the best fit for you.

Are you curious about any additional products? Can I send you any more samples?

Thanks,

Signature

Following Up After a Free Trial

Hey [First Name],

Just reaching out to let you know that your free trial will end on [Date].

How are you enjoying [Product/Service Name]? Has it helped your business [Outline Desired Results]?

If you need more time before making a choice, that's totally understandable. Email me back if you'd like a trial extension, and I'll work with our product team to get you one more week.

In the meantime, I'd love to hear how the product has been working for you. Are you available on Wednesday afternoon for a 15-minute call?

Thanks,

Signature

Follow-up After a Missed Call

Hey [First Name],

It seems like it's not a great time for us to connect, but I really think [Product Features] could help your business [Explain Desired Results].

If you're not the right person to talk to, whom should I reach out to?

Thanks,

Signature

Follow-up After Connecting on Social Media

Hey [First Name],

It was great to connect with you on [Social Media Platform] last week. I'm touching base again with a few resources that I think would be helpful as your business tries to [Outline Desired Results].

- [Link 1]: [Explain Value of Asset]
- [Link 2]: [Explain Value of Asset]
- [Link 3]: [Explain Value of Asset]

If this isn't a good time for us to connect, I'd love for us to stay in contact. Submit this form [Insert Link] so you can be the first to learn about our product updates straight from me.

I'll be looking out for your submission.

Thanks!

Signature