

Business Email: Resolve a Project Delay

BUSINESS WRITING | CLIENT COMMUNICATION

Sample brief

Fictional design business Fieldnote Studio must move a draft delivery because it has not received final product information. The goal is to explain the dependency, set a workable deadline, and preserve the client relationship.

Subject

Product-page draft: information needed by Tuesday

Email

Hi Morgan,

I'm writing to confirm the next steps for your product-page draft. We have the page outline ready, but we still need the final product dimensions and care instructions before we can complete the copy.

Please send those details by Tuesday, October 6, at noon Eastern. With that information, we can deliver the draft by Friday, October 9. If the details arrive later, I'll confirm a revised delivery date before we proceed.

To keep the review simple, please send:

- Final dimensions for each product
- Approved care instructions
- Any wording that must appear exactly as supplied

If the dimensions are still being confirmed, let me know. We can discuss whether an outline-only review would be useful in the meantime; the product-specific copy would remain on hold.

Please reply to confirm whether Tuesday works for you. Thanks for helping us keep the information accurate.

Best,
Alex
Fieldnote Studio

Why this works

The message states what is ready, names the missing inputs, and ties delivery to a specific dependency. It offers a practical alternative without promising work that cannot yet be completed. Dates refer to the fictional October 2026 scenario.