

Good Afternoon, John Smith.

I hope you're doing well. I am emailing in regards to the content I asked you to send over to me 10 days ago. I appreciate that you are a busy man, and have lots to do, but without this content I cannot progress with the project that I am working on for you.

The copy and images I asked for are vital for the next stage of the process, and I need to get them into the mock-ups as soon as possible. Without doing so, I will end up being a week behind with the work and will have to rush through the rest (which may hinder the overall quality of the final product).

I would love to be able to provide you with the best outcome possible - so if you get a few minutes either today or tomorrow to send the files over to me, that would be great!

Many thanks,
Nicole Picton