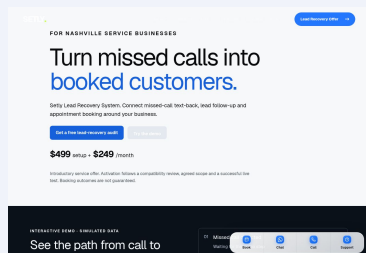


Personal follow-up email

Restart a conversation with context and one easy next step.



FROM THE SETLY PROJECT LIBRARY

A real project screenshot for visual inspiration. Follow the written steps for your own business.

YOUR ACTION PLAN

- 1 Mention the specific request or previous conversation.
- 2 Summarize the open decision in one sentence.
- 3 Offer one manageable next action without artificial urgency.
- 4 Make it easy for the recipient to say the timing is not right.

EXAMPLE - ILLUSTRATIVE

A website lead receives a question about page scope, not a generic Just checking in email.

CHECK YOUR RESULT

Is the request clear enough to answer in one sentence?

Personal follow-up email

Use the prompts below to make this resource specific to your business. Save a local copy after completing it. Keep passwords and private customer data out of this worksheet.

Subject: Following up on [project]

Hi [name], you asked about [request].

The next step is [action]. Would [option] help?

If plans have changed, let me know and I will close this out.

DONE WHEN

Is the request clear enough to answer in one sentence?

FURTHER READING

[HighLevel Support](#)

Independent Setly planning resource. Platform settings and requirements can change; use the linked official help for current configuration details.