EMAIL TEMPLATES :2

Scenario 3: Job Priorities Are Changing Frequently

Sample Internal Email Draft – Day Plan / Status Update

Subject: Day Plan & Job Priority Update – [Date]

Dear [Team Leader/Manager Name],

Please find below the current list of jobs and their priority order based on the latest input received from the Client Manager:

1. **Job A** – High priority (Currently in progress)

2. **Job B** – Next priority

3. **Job C** – Pending based on availability

I am currently working on **Job A** and will proceed with the subsequent jobs as per the priority shared. I will keep you informed should there be any further changes in requirements or timelines.

Kindly let me know if any adjustments are required.

Regards,

[Associate Name]

Part 2: External Email Communication – Changing Job Priorities

Sample External Email Draft – Status Update to Client

Subject: Status Update on Current Job Priorities

Dear [Client Name],

As per your latest inputs and priority requirements, please find below the current status of the assigned jobs:

- **Job A** – In progress (Expected completion by [date/time])
- **Job B** – Scheduled next
- **Job C** – To be taken up thereafter

We are aligning our workflow to address the highest priority items first. Please feel free to let us know if there are any further changes in priority or urgency.

Thank you for your continued guidance and support.

Best regards,

[Associate Name]

Scenario 4: Allocating Jobs from Different Managers of the Same Client & Confirming Priority

Sample Internal Email Draft – Job Allocation & Priority Confirmation

Subject: Priority Confirmation Required – Consolidated Jobs from Client ABC

Dear [Team Leader / Manager Name],

We have received multiple job requests from different Client Managers for **Client ABC.** Please find below the consolidated job details for your review and priority confirmation:

Client Manager	Job Name / ID	Received On	Client Due Date	Est. Effort	Proposed Owner	Remarks
Manager A	Job 001	07Apr	09Apr	6 hrs	Pending	High urgency
Manager B	Job 002	07Apr	10Apr	4 hrs	Pending	Regular
Manager C	Job 003	08Apr	09Apr	5 hrs	Pending	Client escalation

Kindly advise on the priority order and resource allocation so we can proceed accordingly.

Once confirmed, I will align execution and keep all stakeholders informed.

Regards,

[Associate Name]

Part 2: External Communication – Confirming Priority (If Required)

Sample External Email Draft – Priority Confirmation

Subject: Priority Alignment Request – Client ABC Jobs

Dear [Client Name],

We have received multiple job requests and would like to align on the execution priority to ensure timely and accurate delivery.

Kindly confirm the priority order or advise if any job requires immediate attention.

This will help us plan resources effectively and meet your expectations.

Thank you for your guidance.

Best regards,

[Associate Name]