Emails to follow up projects that are stalled/delayed.

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Dear Lisa,

It has been (*one week two weeks*) since we checked in on the progress of (*insert deliverable*).

We are keen to hear how things have been progressing, and when we may be able to pick things back up for you.

I have good availability on (*Thursday*) if it suits you to discuss next steps. Would that work at your end? If so, please let me know what times works for you.

I look forward to hearing from you.

Regards,

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Dear Lisa,

We trust that the reviews being done by the project team have been progressing well at (*insert company here).*

We are now planning for the next few weeks ahead and it would be great to assign the team back onto your project, so we can progress things for you in a timely way. Do you have a sense of when this would work for you? Next week suits at our end – does this work for you?

We could schedule a quick catch up on Tuesday or Wednesday if that works, that way you can let us know where things are at and what we can do in terms of next steps for your project. Given that our teams are allocated on work usually a few weeks ahead, this would ensure we can allocate the team for you and keep things moving along and avoid unnecessary delays.

It is also important to note that the next milestone payment for this project was planned for this week/month, and our Accounts Manager will be issuing the milestone payment for this project as scheduled.

Please let me know the best time for you, I look forward to hearing from you.

Thanks,

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Dear Lisa,

When we started this project we set down a delivery and payment schedule for the duration of the project deliverables.

According to those schedules, the project should be a (beta) delivery and billing for the project at (90%) of the project by now. We planned our team’s availability based on these schedules.

We recognise that unexpected delays can occur on projects, and we endeavour to be flexible where practical. We are keen to complete this project as soon as possible for you, and as soon as we can recommence, we will mobilise team without delay. We will be progressing with our milestone billings, as agreed, despite the project delays. Our Accounts Manager Julie, will be invoicing the next milestone payment as planned.

Please let me know if there are any issues; we would be happy to discuss at your convenience.

Best regards,