

# Missing Deadlines

## Preparing client when they are at risk for missing deadline because they are slow to respond

Dear (Client Name,)

I am so excited about the work we are doing on \_\_\_\_\_ (work you are doing together.). I am particularly happy about \_\_\_\_\_ (name an outcome of the work.).

In order to keep our work together on track we will need \_\_\_\_\_ (outstanding items due to you from client ) by \_\_\_\_\_ (date you need them by). As long as we have these items we will be able to finish \_\_\_\_\_ (name work you are doing) by \_\_\_\_\_ (date it will be finished.)

If we do not receive these items by \_\_\_\_\_ (date you need them by) we will be able to resume work \_\_\_\_\_ (date you can return to the client's work) and complete them by \_\_\_\_\_ (revised date if items aren't delivered on time.)

*If there is a penalty for running late on your work together OR there is an option for them to pay a rush fee if they wait until the last minute you can share that additional information here.*

**20 HOUR**  
WORK WEEK SYSTEM

[www.PattyLennon.com](http://www.PattyLennon.com)

# Missing Deadlines

Please confirm whether you expect to meet the timeline we originally laid out in our plan by replying to this email. If you have questions about the specific deliverables (items, tasks etc) we are currently waiting on, please let me know that, as well.

Sincerely,

(your name)

**You can also use this same email structure if you are planning a vacation and are concerned they may wait until the last minute and expect you to work through vacation in order to complete their work. Simple add the highlighted sentence to the first paragraph.**

I am so excited about the work we are doing on \_\_\_\_\_ (work you are doing together.). I am particularly happy about \_\_\_\_\_ (name an outcome of the work.). **As a reminder I will be taking vacation on \_\_\_\_\_ (date of vacation).**