

PROFESSIONAL EMAIL REPLY SAMPLES

Email Management Practice Project

Sample 1: Meeting Confirmation

Skill: Professional communication and clarification

Hi John,

Thank you for confirming our meeting for tomorrow.

Could you please confirm the scheduled time? I noticed that the time wasn't specified in your email.

I look forward to your confirmation.

Best regards,
Francis Miraña

Sample 2: Client Inquiry

Skill: Client communication and acknowledgment

Hi Anna,

Thank you for your interest and for reaching out to us.

We appreciate your inquiry. Sarah will review your request and provide the relevant service details as soon as possible.

Please feel free to let us know if you have any additional questions in the meantime.

Best regards,
Francis Miraña
General Virtual Assistant

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Sample 3: Consultation Request

Skill: Appointment coordination and follow-up

Hi Lisa,

Thank you for reaching out and expressing interest in scheduling a consultation.

Could you please share your preferred date and time? I'll check the available schedule and get back to you with confirmation.

We look forward to connecting with you.

Best regards,
Francis Miraña
General Virtual Assistant

SKILLS DEMONSTRATED

Professional Email Writing · Email Organization · Client Communication · Appointment Coordination · Follow-up Tracking

TOOLS USED

Gmail · Google Docs · Google Sheets

Note: This is a self-created practice project for portfolio demonstration purposes only.