Calls & Emails

* Hello, this is [Your Name] from [Your Company].
* May I speak with [Person's Name], please?
* Could you please connect me to [Person's Name]?
* I'm calling regarding [reason for the call].
* Is now a good time to talk?
* Could you please let [Person's Name] know that I called?
* Can I leave a message?
* Good morning/afternoon, [Your Name] speaking.
* Thank you for calling [Your Company]. How may I assist you?
* How can I help you today?
* I'm sorry, [Person's Name] is currently unavailable. Can I take a message?
* I'll transfer your call to the appropriate department/person.
* Please hold the line, I'll find out if [Person's Name] is available.
* Thank you for your time. It was nice speaking with you.
* I appreciate your assistance. Have a great day!
* If you have any further questions, feel free to reach out.
* I look forward to hearing from you soon.
* Goodbye and have a wonderful day!

Writing an email

* Clear and concise subject line
* Professional greeting
* Introduction
* Body of the email
* Clear and specific content
* Provide supporting information
* Polite and respectful tone
* Conclusion
* Professional closing
* Proofread and edit
* Subject: Meeting Request - Proposal Discussion

Dear Mr. Johnson,

I hope this email finds you well. I wanted to reach out to schedule a meeting to discuss the proposal we submitted last week. We believe it holds great potential for our companies to collaborate and achieve mutual growth.

We would appreciate the opportunity to present the proposal in detail and address any questions or concerns you may have. Based on your availability, I suggest scheduling the meeting on Thursday, July 15th, at 10:00 AM. However, please let me know if another date or time works better for you.

Please find attached the proposal document for your reference. If there are any additional materials or information you would like us to provide in advance, kindly let me know, and we will be happy to accommodate your request.

Thank you for your attention to this matter. We look forward to meeting with you and exploring the possibilities of a successful collaboration. Should you have any questions or need further information, please do not hesitate to contact me.

Best regards,

Mark Thompson