

Title:

Did My Email Message Get There?

Word Count:

403

Summary:

Email systems are notorious for sending messages to ^la la land,~ never to be heard from again

Keywords:

email, commmunication, business, marketing, customer service

Article Body:

Email systems are notorious for sending messages to ^la la land,~ never to be heard from again

How can you verify that someone received your message without using the return receipt function?

If you think your message didn't arrive because you haven't received a response in a reasonable amount of time, here are a few examples of a second message you can send to verify an email was received.

Example

Here are a few examples of a second message you can send to verify an email was received.

Sample One (Informal tone):

^I'm not trying to rush you. I simply want to verify that you received my message.~

Sample Two (More formal tone):

^Please verify receipt of this message now. I look forward to your response to the inquiry at [email address].~

Note: The purpose of these examples is to provide you with sample wording. Be sure to put the recipient's email address in the appropriate places.

Example

As a writer, I send a lot of messages to magazine editors. They're notorious for two things:

So, I'm often in a quandary when I don't receive a response to my correspondence. Did the editor receive my message?

In most cases, I'll send a second message to verify receipt. Let me share the results of following up on three instances.

In two instances, the recipients hadn't received my original message. In these cases, they thanked me for the message and said they would get back to me.

In the third instance, the person had received my original message. I received a curt reply to my second message.

The point of this example is ~ this isn't an exact science. There are no clearly defined answers.

This is a demo version of txt2pdf v.10.1

Developed by SANFACE Software <http://www.sanface.com/>

Available at <http://www.sanface.com/txt2pdf.html>