

# How to write a polite reminder email?

When following up on an e-mail:

I usually forward the original e-mail to the original recipient, with some added text at the top.

```
Hello [Name],  
Have you had time to look into this?
```

```
Kind Regards,  
...
```

```
Forwarded message:
```

```
From: ....
```

```
Date: ...
```

```
Subject: ...
```

```
To: ...
```

```
...
```