



THE BLUF - BOTTOM LINE UP FRONT

If this email works, what will happen?

Jim will tell me when he's available for a meeting next week

They'll know they didn't get the job

They'll know I know I screwed up

They'll answer my questions. ALL OF THEM.

They'll look at the document and give me feedback. Fast.

The BLUF statement or request:

Can you give me some time slots we could have a meeting next week?

Unfortunately, we chose someone else for the job.

I'm so sorry I got this wrong.

I have 3 questions.

Could you take a quick 5 minutes to feedback on the strategy doc for me?