FREE TOOL · MESSAGE PACK

WhatsApp messages that get replies.

Fifteen short, polite messages for the moments that feel awkward to write. Copy one, replace the words in [brackets], and send. Free to use, change and share.

Three rules that make these work

- **Use their name, and one detail only they would recognise.** It is what separates a message from a broadcast.
- **Keep it short enough to read without opening.** The first line shows in their notification.
- **Always leave an easy way out.** "No rush" and "if the timing isn't right" make people more likely to reply, not less.

Following up after a first conversation

The same day

Hi [Name], thank you for your time today. As discussed, I'll [what you promised] by [day]. If anything else comes to mind meanwhile, just message me here.

After sending a quote

Hi [Name], I've sent the quote for [work] to your email. Happy to go through it on a short call whenever suits you, or tweak anything that doesn't fit.

A gentle nudge, a week later

Hi [Name], just checking whether you had a chance to look at the quote for [work]. No rush at all; I only wanted to make sure it reached you.

Last nudge, two to three weeks later

Hi [Name], I don't want to keep reminding you, so this is my last note on [work]. If the timing isn't right, no problem at all. I'll be happy to help whenever you're ready.

Payment reminders

Before the due date

Hi [Name], a quick note that the payment of [amount] for [work] is due on [date]. Here are the details: [UPI ID or bank details]. Thank you!

On the due date

Hi [Name], a gentle reminder that [amount] for [work] is due today. You can pay to [UPI ID]. Please ignore this if it's already done. Thank you.

A week overdue

Hi [Name], I hope all is well. The payment of [amount] for [work] was due on [date] and I haven't received it yet. Could you let me know when I can expect it?

Part payment received

Hi [Name], thank you, I've received [amount received]. The balance of [amount pending] is due by [date]. Thanks for keeping it on track.

Staying in touch

It has been a while

Hi [Name], it's been a while since we last spoke. I hope [their project or family] is going well. Would be lovely to catch up whenever you're free.

Saw something useful for them

Hi [Name], I came across this and thought of you: [link]. Hope it's useful.

After finishing the work

Hi [Name], it was a pleasure working on [work] with you. If you know anyone else who could use similar help, I'd be grateful if you passed on my number.

Wishes

Birthday

Happy birthday, [Name]! Wishing you a wonderful year ahead, full of health and good news.

Work anniversary or business milestone

Congratulations on [milestone], [Name]! Wonderful to see how far [business] has come. Wishing you many more.

Festival

Wishing you and your family a very happy [festival], [Name]. May the year ahead bring joy and good health.

New year

Happy new year, [Name]! Thank you for your support this year. Wishing you a healthy and successful [year].

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