

Daily Email Summary (Sample)

Prepared by Kevin | Virtual Assistant

● Priority 1 – Urgent & Time-Sensitive

- **Subject:** *Client Meeting Reschedule – Smith Corp*
From: Jane Smith
 *Meeting moved from Wed to Friday, June 27 at 2 PM.*
 **Action:** Update calendar invite & confirm with team.
 - **Subject:** *Invoice Dispute – Order #9821*
From: billing@vendorco.com
 *Client raising concern over duplicate charge.*
 **Action:** Forward to Finance and respond with acknowledgment.
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● Priority 2 – Needs Response

- **Subject:** *Partnership Inquiry – Collab Request*
From: Lucas Reyes, Brand Manager
 *Interested in collaboration – wants to set up a call next week.*
 **Action:** Propose 2 time slots for next Tuesday or Wednesday.
 - **Subject:** *Media Interview Opportunity*
From: editor@bizinsights.com
 *They'd like a 30-min Zoom interview next month.*
 **Action:** Confirm availability, request sample questions.
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● Priority 3 – Info Only / Reference

- **Subject:** *June Newsletter – Internal Updates*
From: HR Department
 *Monthly updates, upcoming team building event on July 12.*
 No action needed.
- **Subject:** *Webinar Replay Link – "Scaling Your Team"*
From: noreply@webinarhost.com
 Link to replay, expires in 5 days.
 Optional: Bookmark or watch later.



End-of-Day Notes:

- Inbox cleared to 0 unread.
- 3 follow-ups scheduled for tomorrow.
- VIP emails responded to within 2 hours.
- Drafted 2 replies for your review (labeled “To Approve”).