Mr. Jim Smith

CXO
ABC Company

Jim,

Skip Miller with XYZ Company here. I haven’t heard from you in awhile and need a favor. So I can “take a hint,” can you please respond with:

A: I’ve been busy, but I’ll get back to you ASAP.
B: Snags with the project, so hang on and I’ll get to you soon.

C: We are going in a different direction, thanks, but not now.

That would help. A, B, or C please.

Thx,

Skip