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Client Update / Status Email

Marketing & Advertising

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Writes a concise client status update email — what was done, results, whats next and any asks — that keeps clients informed and confident. Use it for regular check-ins. For deep reporting use the Monthly Client Report Template.

Purpose of this tool & output

Write a clear weekly or biweekly client update

How the output is used

Use it to write a clear weekly or biweekly client update — a status email that keeps clients informed and reassured.

Important cautions

Keep it honest and outcome-focused; do not overstate early results.

Companion documents

- Client Onboarding Kit
- Client Account Growth Plan
- Quarterly Business Review Deck
- Upsell / Cross-sell Plan
- Client Feedback / NPS Survey
- Client Churn-Prevention Plan

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