Hi NAME,

Hope things are tracking ok for you guys at the moment, definitely interesting times we’re in.

Just wanted to reach out and communicate our current situation in terms of workflow, and how that may influence future work.

With lockdown hopefully coming to a close, we’re beginning to build our schedules for the coming months.

With the 4 week hold up of some work, we are absolutely chocka going forward and wanting to make sure we prioritise work for our most valued clients.

If there is any work/jobs you’d like to get started on over the next month or two, we should look at (at least roughly) locking in some dates asap, as much of our work is being pushed out due to the bottleneck of availability, and I’d hate for things to be held up for you as I really value our relationship.

So if there is a project you’ve been thinking about, let us know asap!

Hope you’re keeping safe, and looking forward to hearing from you.

YOUR NAME