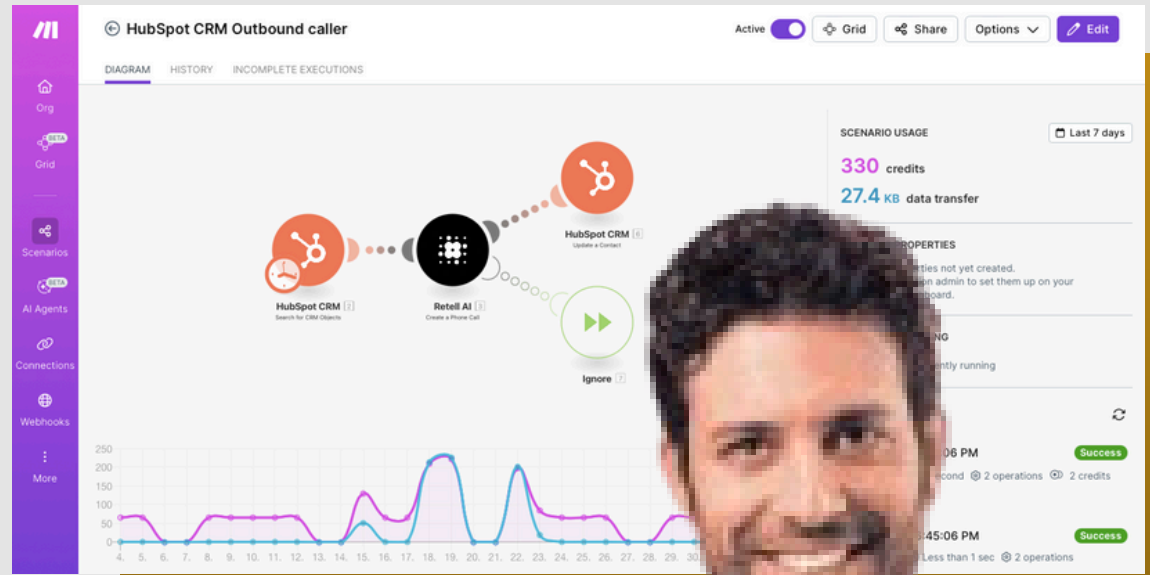




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CLIENT ISSUE RESPONSE TEMPLATE

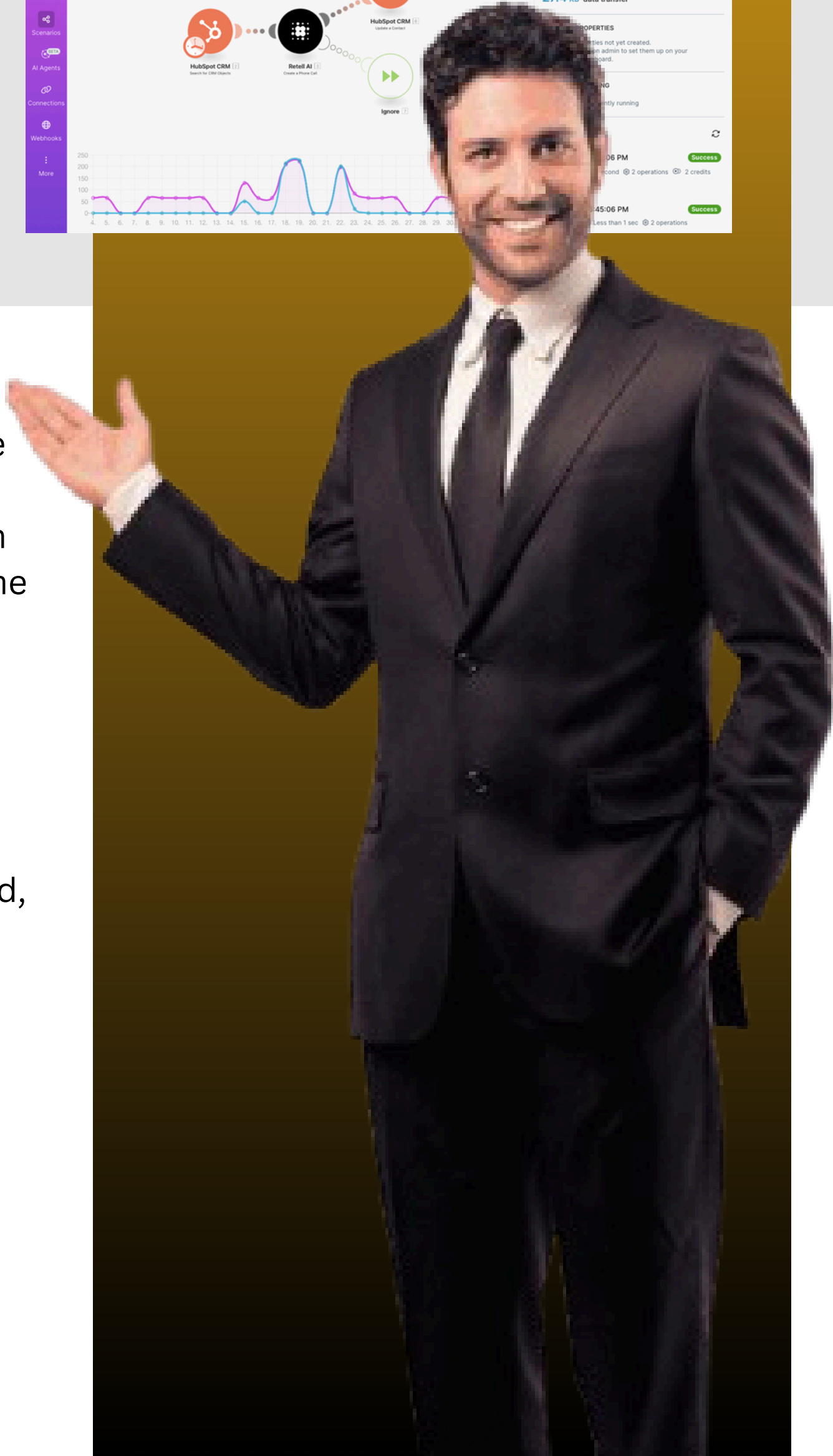


Structure:

- Acknowledgment of the issue
- Brief impact statement
- Corrective action being taken
- Next update or resolution time

Example Prompt:

“This message should leave the client clear about what happened, what’s being done, and what to expect next.”



Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

