

Fix This Writing!

# Tips



Make requests more persuasively by adding easy-to-read details that reduce how much they impose on your busy readers.

Tip

01

## Deadlines

Give a **specific date** to the reader instead of letting them decide when to respond.

Tip

02

## Options

Invite the reader to propose **alternatives** to deadlines or methods for their response.

Tip

03

## Directions

Offer specific directions or steps to the reader for creating their response. State and format directions clearly and logically to minimize the reader's frustration and misunderstanding. **Make it easy for them to comply!**



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Credit: FLUX-pro-1.1-ultra