

I'm not a bot





































[illegible]

understand what you were asking for. We recommend using it to keep the recipient accountable. It shows you're willing to overlook the mistake, but you'd appreciate it if they paid more attention next time. Perhaps this email sample will also help you: Dear Professor, I think there's a slight misunderstanding with what I asked here. I appreciate your help, but it's not quite what I was looking for. Yours, Kyleigh Austen Try "please review the information you sent me" when someone makes a small error or typo. It's a quick and efficient way to correct an issue you spot. We recommend using it when emailing an employee. It shows you've already reviewed their work and spotted a few things that didn't quite make sense. Usually, this allows an employee to go through their work and correct the relevant information. It's a great way to hold them accountable and show that they need to pay a bit more attention. If you're still unsure, you can review this email example: Dear Abraham, Please review the information you sent me. I'm afraid I noticed an error in some of your work. All the best, Jon Peat It's never rude to ask someone to proofread their writing. If anything, it simply ensures they have everything correct before finalizing a project or task. Therefore, "I think you should proofread this" is a reasonable and respectful way to ask someone to fix a correction. It doesn't directly say you've spotted a mistake. However, it implies that the recipient will benefit from reviewing their work, as it's likely there's a mistake in there. Here's a great example to help you understand it: Dear Jacques, I think you should proofread this. It's not the end of the world, but you could definitely make a few corrections. Best wishes, Sean Woodley