

Five Examples of Proactive Associate Emails

1. "Here is an outline of the memo based on my initial research. Sharing it with you in case you see any red flags. No need to respond if you're busy. I'll keep moving forward either way."
2. "Just letting you know I'm halfway through the brief and encountered two potentially tricky issues. Below is a summary and my proposed argument for each if you want to discuss."
3. "FYI: I just got through the first batch of discovery docs. Not as dense as expected, so no concerns about timeline right now. I'll let you know if anything changes."
4. "Quick question: I told you I'd get you an answer by EOD tomorrow, but I am getting pulled into an emergency request on another matter. If I take another 24 hours to get back to you, would that throw off your work? If so, I'll figure out an alternative."
5. "The expert witness hasn't replied to my last few emails. I think hearing from you might do the trick. Here's a draft email you could send: ..."