

Review Reply Builder Worksheet

The DIY version of our Review Reply Assistant — the same formula, worked through by hand.

The Reply Template Library covers the common scenarios. For anything that doesn't quite fit one of those, this is the formula behind every good reply — four parts, in order.

The formula

1. Acknowledge — thank them by name, and name the specific thing they mentioned (not a generic "thanks for your feedback")
2. Reflect — show you actually read it: repeat back the specific detail they raised, in your own words
3. Respond — either a short resolution, a brief clarification, or an invitation to continue by phone if it needs more than a public reply can hold
4. Close — a genuine, specific closing line, not a copy-paste sign-off

Work through it

Part	Your notes for this review
1. Acknowledge	
2. Reflect	
3. Respond	
4. Close	

Read it back once before posting: would this feel genuine to the person who wrote the review, or does it read like a template with their name dropped in? If it's the latter, rewrite the Reflect line — that's almost always the part that gives it away.