

Email 1 – Confirmation of Request – Not Scheduled Yet

Subject Line: [CONFIRMATION] We received your Consultation Request

Email:

Hi ~Contact.FirstName~,

We have received your free consultation request and someone from our office will be reaching out shortly to schedule.

Have a great day!

[Signature]

Email 2 – Day before Reminder

Subject Line: Our call tomorrow

Email:

Hi ~Contact.FirstName~,

I am looking forward to our appointment tomorrow. I will call you at the phone # you provided at [Appointment Time].

I look forward to speaking with you!

[Signature]

Email 3 – Day of Reminder

Subject Line: Our call today

Email:

Hi ~Contact.FirstName~,

Just a quick reminder of our call today at [Appointment Time]. I will call you at the phone # you provided when you scheduled.

I look forward to speaking with you!

[Signature]