



CONNECT AND CLOSE

Follow Up Email Template

Send something casual and friendly to follow up. If you get many of these to send out at one time, use a service like timedriver.com to do it all at once. Or, send the following manually:

Possible Subjects:

- "Great meeting you..."
- "Have a spot for us"
- "Found time for us..."

Body:

Hey [name],

I'm excited to get together on the phone to share that [process/system/technique] I mentioned. It should only take 20 minutes or so. It's going to be specifically helpful with [problem(s) you discussed], and you ought to be able to [do/get/be benefit(s)] very soon.

I have a little time on [day/date/time] to take you through it. But that may be the only slot I have for the next week or so. Let me know if it fits for you.

Talk soon,

[your name]

PS - [If possible, add personal detail from your meeting that is casual and fun. Something not related to this issue.]



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