



This email is for use when prospects request a consultation with you, either by email, contact form, etc. Of course, you'll want to customize the body of the email below so that it fits your business.

Subject line: re: your request for a {consultation, website evaluation, etc.}

Email body:

Hi {prospect name},

Terri here with The Write Associate, just writing to let you know that we received your application for a 10-point website evaluation, and your application has been approved! Tammi is really excited to chat with you about your website and discuss possible ways to help you use it to connect with more of your ideal clients (because isn't that what it's all about? :)).

The best way to schedule your evaluation is to visit our online appointment scheduler and choose the time that best fits into your schedule (this eliminates much of the back-and-forth of appointment scheduling and tends to be much more convenient for users). It's very easy to use; just click the link below and follow the step-by-step instructions.

Here's the link to schedule your evaluation:

<http://SessionWithTammi.com>

Otherwise, if you have any questions or can't find a time that fits your schedule, please hit reply to let me know and I'll try to work with you to find a good time. Thanks so much, {prospect name}; hope you have a fantastic day!

{signature}