

Email templates for sales teams





Discovery meetings

Meeting confirmation



Subject: Your meeting with {BOOKING-PAGE-TITLE}

Hi {FNAME},

We're delighted you are interested in learning more about [product]. Your meeting is booked for {START}.

Please choose one of the options below:

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

I'm looking forward to telling you a bit about our product, answering any questions, as well as getting to know your pain points and requirements.

Our meeting will last approximately {DURATION} and will focus on [talking points/ agenda]. In the meantime, feel free to learn more about [product] by visiting: [link to product overview].

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Feel free to replace {BOOKING-PAGE-TITLE} with your name or with {TEAM-NAME}. Learn more about [shorthand codes](#). For more advanced options, see our article about [conditional statements](#).



Discovery meetings

Meeting reminder



Subject: Reminder about your meeting with {BOOKING-PAGE-TITLE}
Your meeting with {BOOKING-PAGE-TITLE} is starting soon

Hi {FNAME},

Just a reminder that your meeting about [product] is starting at {START-TIME} on {START-DATE}.

Please choose one of the options below:

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Looking forward to meeting with you.

Best,

[your name]

[your position]

[your company]

Send



Pro-tip:

Reminders are best sent the morning of or 1 hour before online meetings.



Discovery meetings

Follow-up email



Subject: Thanks for meeting with {BOOKING-PAGE-TITLE}

Hello {FNAME},

Thank you for taking the time to meet with me. It was a pleasure chatting with you about [product] and learning about your team's needs.

Based on our chat, we believe [product] will be a great asset to your company. We would be happy to schedule a demo to show you exactly how our tool can help you [insert benefit i.e. achieve your targets, save time, simplify your payroll].

[Click here]({BOOKING-PAGE-LINK}) to schedule your demo.

If you have any additional questions or need any assistance, feel free to reply to this email or reach me at [phone number].

Best,

[your name]

[your position]

[your company]

Send



Product demos

Meeting confirmation



Subject: Your [product] demo

Hi {FNAME},

We're excited to show you our product in action. Your demo is booked for {START}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

I'm looking forward to explaining how your company can use [product] to [insert benefits here].

The demo will last approximately {DURATION} and will focus on [talking points/ agenda]. In the meantime, feel free to learn more about [product] by visiting: [link to product overview]

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Feel free to replace {BOOKING-PAGE-TITLE} with your name or with {TEAM-NAME}. Learn more about [shorthand codes](#). For more advanced options, see our article about [conditional statements](#).



Product demos

Meeting reminder



Subject: Reminder about your [product] demo
Your [product] demo is starting soon

Hi {FNAME},

Just a reminder that your demo is starting at {START-TIME} on {START-DATE}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Looking forward to meeting with you.

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Meeting reminders are best sent the day before/the morning of for in-person OR morning of/1 hour before for online.



Product demos



Follow-up email

Subject: Thanks for meeting with {BOOKING-PAGE-TITLE}

Hello {FNAME},

Thank you for taking the time to meet with me. It was a pleasure showing you how **[product]** can help your company **[insert benefits here]**.

If there are any other features you would like to see or any questions you still have, **[click here]**{BOOKING-PAGE-LINK} to schedule another meeting.

If there is anything else I can help you with, feel free to reply to this email or reach me at **[phone number]**.

Best,

[your name]

[your position]

[your company]

Send

 you can book me