

## 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] Send

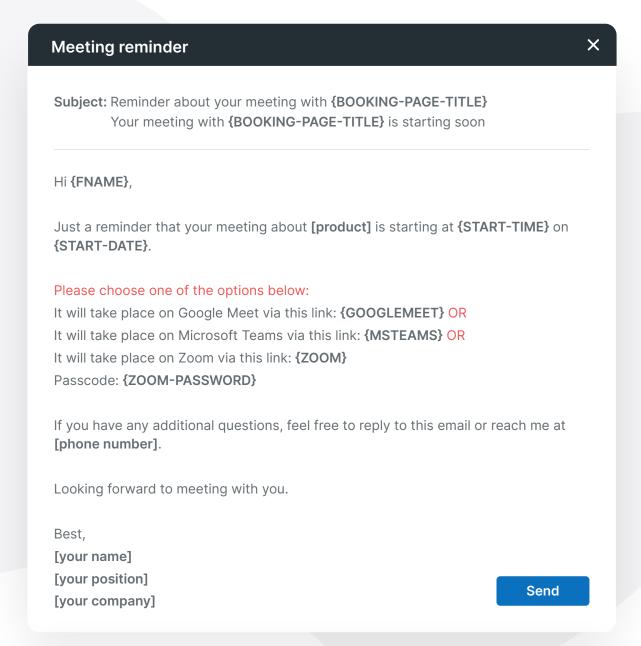


[your company]

**Pro-tip:** Feel free to replace **{BOOKING-PAGE-TITLE}** with your name or with **{TEAM-NAME}**. Learn more about <u>shorthand codes</u>. For more advanced options, see our article about <u>conditional statements</u>.



#### **Discovery meetings**



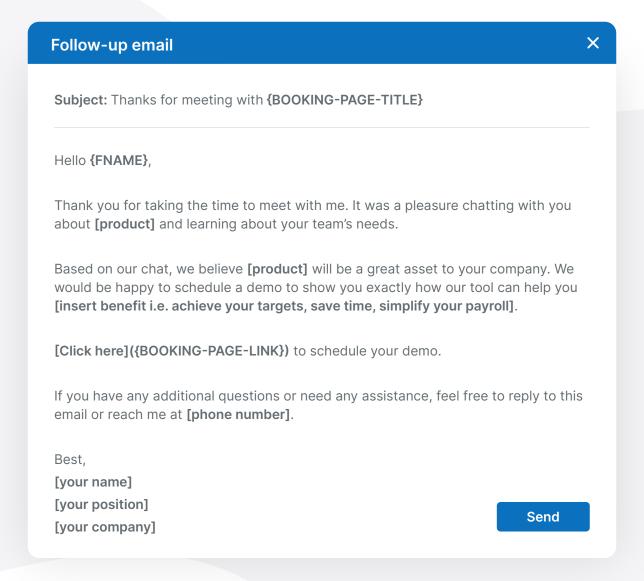


#### Pro-tip:

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

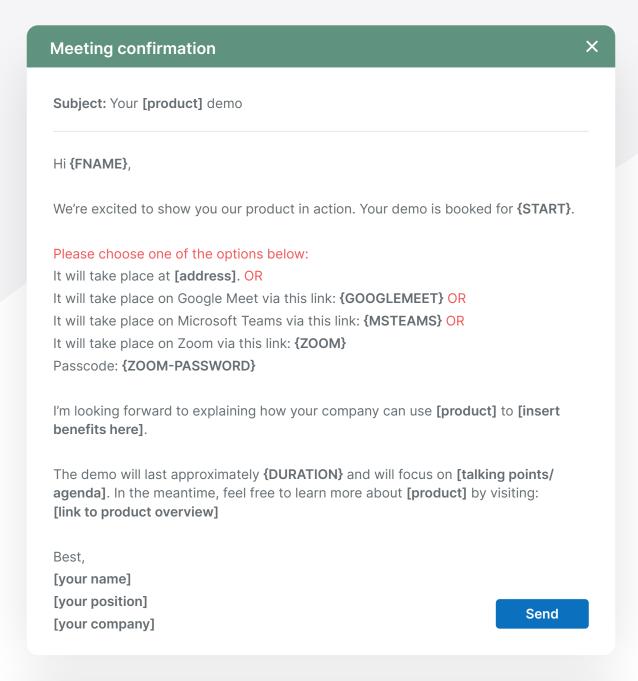


### **Discovery meetings**





#### **Product demos**

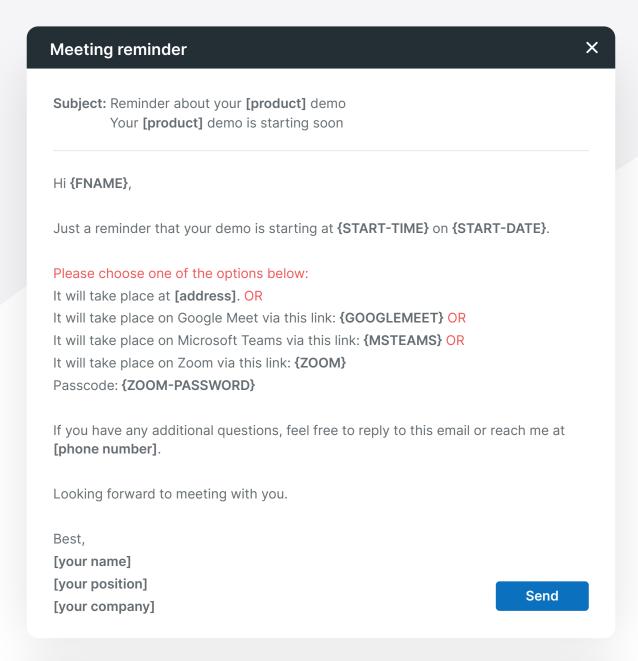




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#### **Product demos**





**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]

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