

TEXT FOR ACUITY CONFIRMATION AND REMINDER EMAILS

Email One. The Confirmation

Thank you for your appointment booking.

Because of the limited availability in my appointment calendar, to finalise confirmation of your appointment, please reply to this email simply writing the word YES in your reply.

Appointments that are not confirmed with a YES reply can't be guaranteed to be held.

I look forward to speaking with you

Your name

Email Two. Sent 24 hours ahead of the appointment booking time

Hi %first%,

Ahead of our strategy session, I have had a look at the preliminary financial detail that you provided upon booking your appointment.

It would appear that our time together is going to be worthwhile, and I will be able to give you information that will help you to take the next steps forward.

However, so that we can make best use of our time together I would like to provide you with specific information relative to your financial circumstances, rather than general yes or no answers.

For me to do that, can you please click on this link and complete this simple one page snapshot questionnaire and click the submit button at the bottom of the page.

This will give me an opportunity to research and provide you with the answers you would want to know with respect to your circumstances.

I look forward to receiving your information.

Thank you,

Your name

Email Three. Sent eight hours ahead of the appointment booking time

Hi %first%,

This is a reminder your appointment for %type% is on %time%.

Please make sure that you are available on the number that you have provided me with, as I have moved some appointments around to focus my attention on discussing your situation with you.

Thanks,

Your name

Email Four. Sent one hour ahead of the appointment time

Hi %first%,

Just a quick reminder about your appointment with me for %type% on %time%.

I am looking forward to speaking with you.

Your name