**EMAIL TEMPLATES**  
July 2022

Please note, red text indicates items you need to customize for your company. Red text should be turned to black before sending unless you wish to draw attention to those details.

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| Icon  Description automatically generated | **BEST PRACTICE:** Most email platforms allow you to schedule your emails in advance. You will save time by preparing your monthly meeting emails all at once. |

**SALES MEETING EMAILS**

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| **Send Date** | Send date(s) will depend on the frequency of your meetings. You may choose to send 2 weeks prior AND the day before for monthly meetings. For weekly meetings, you may wish only to send reminders the day before. |
| **Subject Line** | Sales Meeting Tomorrow or Date |
| **Email Body**  (change red text to black when completed) | We look forward to seeing you at the Sales Meeting!  **Date & Time:** Insert details  **Location:** location or link for virtual meeting  **Meeting highlights:**   * Practical Learning: Monthly Goal Setting/Essential Time Management Skills/7 Tips for Better Time Management/Maximize Your Pop Bys (choose one) * Company updates * Insert additional highlights   Please reach out if you have any questions.  **Mark Your Calendar**   * Lunch & Learn Workshop Date & Time * Upcoming Sales Meetings * Sales Contest Dates * Other Important Dates |
| **Optional Attachments** | * [Agent Agenda](https://sparkandlogic.com/wp-content/uploads/2022/06/agent-agenda-July2022.docx) * [Learning Sprint Handouts](https://sparkandlogic.com/july-2022-sales-meetings-time-management/) * [Contest Documents](https://sparkandlogic.com/account/contests/) |

**VIRTUAL MEETINGS ONLY** (Your virtual meeting platform may send this automatically for you.)

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| **Send Date** | Day of meeting |
| **Send Time** | 1 hour before start time |
| **Subject Line** | Sales Meeting Starts in 1 Hour |
| **Email Body** | Just a reminder, our sales meeting begins in 1 hour. See you there!  **Meeting link:** <Insert virtual meeting link> |

**WORKSHOP EMAILS**

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| **Send Date** | 10 AM two weeks before the workshop AND the day before |
| **Subject Line** | Lunch & Learn Workshop Date or Tomorrow |
| **Email Body**  (change red text to black when completed) | Join us for the next **Lunch & Learn Workshop**!  **Find Freedom Through Systems**  **Date & Time:** Insert details  **Location:** Insert location or link for virtual meetings  **Details**: Insert special instructions (i.e., bring a sack lunch or lunch provided)  **RSVP:** email name@emailaddress.com by DATE (only if needed for setup and food ordering purposes)  **Workshop Description:** Understand importance of leveraging systems, processes, and checklists. Attendees will come away with several system ideas for streamlining their business and a detailed checklist or template you can implement immediately.  Please reach out if you have any questions. |
| **Optional**  **Attachments** | * [10 Checklist Templates](https://sparkandlogic.com/wp-content/uploads/2021/07/10-Checklists-Templates.docx) (Word Document) * [Blank Calendar Template](https://sparkandlogic.com/wp-content/uploads/2021/07/Blank-Month-Calendar-Template.xlsx) (Excel Spreadsheet) |

**VIRTUAL WORKSHOPS ONLY** (Your virtual meeting platform may send this automatically for you.)

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| **Send Date** | Day of Workshop |
| **Send Time** | 1 hour before start time |
| **Subject Line** | Workshop Starts in 1 Hour |
| **Email Body** | Just a reminder, the Lunch & Learn Workshop begins in 1 hour. See you there!  **Meeting link:** <Insert virtual meeting link> |

**CONTEST EMAIL**

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| **Send Date** | 10 AM the day after your contest launches |
| **Subject Line** | Top 10 Agent Contest (Insert Dates) |
| **Email Body**  (change red text to black when completed) | Yesterday we kicked off the **Top 10 Agent Contest**! The contest will run from DATE through DATE. If you didn't sign up yet but want to participate, please email <email address> as soon as possible.  **Remember, weekly activity trackers (attached) are due to NAME/EMAIL by Friday at 5 PM.**  Please reach out if you have any questions. |
| **Attachments** | [Contest Flyer](https://sparkandlogic.com/wp-content/uploads/2022/06/Top-10-contest-flyer-signup.docx), [Activity Tracker](https://sparkandlogic.com/wp-content/uploads/2022/06/Top-10-Contest-Activity-Tracker.xlsx) |