**EMAIL TEMPLATES**  
December 2022

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

|  |  |
| --- | --- |
| 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**

|  |  |
| --- | --- |
| **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 (choose one): Open House Safety / Risk Self-Assessment / Interview with Tener Tech / Monthly Goal Setting * Company updates * Insert additional highlights   Please reach out if you have any questions.  **Mark Your Calendar**   * Workshop Date & Time * Upcoming Sales Meetings * Sales Contest Dates * Other Important Dates |
| **Optional Attachments** | * [Agent Agenda](https://sparkandlogic.com/wp-content/uploads/2022/11/agent-agenda-Dec2022.docx) * [Learning Sprint Handouts](https://sparkandlogic.com/december-sales-meetings-risk-management/) |

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

|  |  |
| --- | --- |
| **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**

|  |  |
| --- | --- |
| **Send Date** | 10 AM two weeks before the workshop AND the day before |
| **Subject Line** | Safety Culture Workshop Date or Tomorrow |
| **Email Body**  (change red text to black when completed) | Join us for our next workshop!  **Safety Culture Workshop**  **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:** Explore agent safety best practices and tips for various situations, such as meeting new clients, showing homes or vacant land, and working late. Also, examine ways to protect clients’ safety and security. Brainstorming sessions allow for further topic exploration and the creation of safety plans.  Please reach out if you have any questions. |
| **Optional**  **Attachments** | [Safety Culture Handout](https://sparkandlogic.com/december-workshop-safety-culture/) |

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

|  |  |
| --- | --- |
| **Send Date** | Day of Workshop |
| **Send Time** | 1 hour before start time |
| **Subject Line** | Safety Culture Workshop Starts in 1 Hour |
| **Email Body** | Just a reminder, the Agent “Hot Seat” Mastermind begins in 1 hour. See you there!  **Meeting link:** <Insert virtual meeting link> |