**Sales Meeting EMAIL TEMPLATEs**

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.

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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: *Insert Learning Sprint Title or Guest Speaker Name* * Company updates * Insert additional highlights   Please reach out if you have any questions.  **Mark Your Calendar**   * Upcoming Sales Meetings * Upcoming Education Opportunities * Sales Contest Dates * Other Important Dates |
| **Optional Attachments** | * [Agent Agenda](https://sparkandlogic.com/wp-content/uploads/2023/02/agent-agenda-template.docx) * [Learning Sprint Handouts](https://sparkandlogic.com/account/sales-meetings/) |

**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> |