

Email Template

Email Title:

Your copy of our latest (*brochure, white paper, case study, free seminar dates, special offers - plus eye-catching, interesting title*)

Email body:

Dear (*customer name*) ,

I thought I'd better introduce myself as your new (*your title*) here at (*your company name*) .

I'm trying to give everyone a call over the next couple of weeks to make sure I haven't neglected any of our existing clients, and to see if (*your company name*) can further assist you or your colleagues over the coming months.

With that in mind, I'd like to give you a call next week, what would be the best day and time to do so?

Let me know and I'll make sure it's in the diary.

Alternatively, if you believe I should get in touch with someone else in your organisation, please feel free to forward their details and I will make sure that I contact them.

We're extremely excited regarding the launch of our brand new (*brochure, white paper, case study, free seminar dates, special offers - plus eye-catching, interesting title*) - you can take a look here (***hyper link***) ; I'd love to hear your feed back!

In the mean time, if I can help in any way, please do not hesitate to call.

I forward to speaking with you in the very near future.

Best regards

(*Your NAME*)

(*Your Contact details*)