

1st Meeting Email Confirmation Script #1

Dear (Prospect),

Thank you for attending our workshop last night.  This is an email to let you know we have you down for your free initial consultation on Monday, 3/14 at 3pm in our office. If you would like to make your appointment virtual please let me know. Please reply or call the number below to confirm your appointment. Attached is a list of recommended items to bring to your appointment.

As a reminder both parents must be present for the appointment if applicable.

Office address:

(Your Address)

Thank you,

(Administrative Assistant)

1st Meeting Email Confirmation Script #2

Dear (Prospect),

Thank you for attending our workshop last night.  We hope you came away with some good, useful information.

Per your request, we have your free appointment scheduled for (Date and Time).

This meeting will take place at our offices.  The address is:

(Your Address)

Our office is located on the first floor of the South Tower.

To ensure that the appointment is as beneficial as possible to all parties, we request that *both parents* (if applicable) be in attendance.  There will be financial discussions and questions which will require input from both parents.

Your assistance in confirming your attendance of the appointment will be greatly appreciated!

If you have any questions or need additional information, please do not hesitate to let me know.

(Administrative Assistant)