

# Email Template - Meeting invitation

Use this template to invite clients to a meeting. Adjust this template to suit you and remember to add your contact details.

Before sending this email to your contacts, please make sure to do the following:

1. Replace all text in bold font with your firm's information
2. Make sure your logo and signature appear in the email
3. Revise any content to ensure it reflects your firm
4. Make sure to insert the link to your booking system in the last sentence

## Meeting Invitation - Email Template Version 1

### If you use online appointment booking

Subject line: Ready to explore strategies to help your business grow?

Preview Line: Book a meeting to chat with us

--- body of email---

Hi (First Name)

Would you like to explore strategies to increase your profit margins and grow your business even further? We can help you with that.

Our business advisors are available to discuss your business goals and assist you in implementing processes that will take your business to the next level. We use Xero's sophisticated accounting tools to forecast cash flow, set budgets and capture data, helping you achieve your business goals.

We'd love to help your business grow.

You can book a meeting with us at a time that suits you using this link. [insert booking link]

Kind regards,

(Your name)

Call us on (phone number) or email (email address) to find out more.

---

Short version

Subject line: Ready to explore strategies to help your business grow?

Preview Line: Book a meeting to chat with us

--- body of email---

Hi (First Name)

If you're ready to explore strategies to grow your business even further, we can help you.

Book a meeting with us at a time that suits you using this link. [insert booking link]

Kind Regards,

(Your name)

## Meeting Invitation - Email Template Version 2

Subject line: Ready to explore strategies to help your business grow?

Preview Line: Book a meeting to chat with us

--- body of email---

Hi (First Name)

Would you like to explore strategies to increase your profit margins and grow your business even further? We can help you with that.

Our business advisors are available to discuss your business goals and assist you in implementing processes that will take your business to the next level. We use Xero's sophisticated accounting tools to forecast cash flow, set budgets and capture data, helping you achieve your business goals.

We'd love to help your business grow.

You can book a meeting with us at a time that suits you by emailing us at (email address) or calling us at (phone number).

Kind regards,

(Your name)

Call us on (phone number) or email (email address) to find out more.

Short Version

Subject line: Ready to explore strategies to help your business grow?

Preview Line: Book a meeting to chat with us

--body of email--

Hi (First Name)

If you're ready to explore strategies to grow your business even further, we can help you.

Book a meeting with us at a time that suits you by emailing us (email address) or calling us (phone number).

Kind Regards,

(Your name)