

Use this template to invite clients to an event where they can learn about Xero. Adjust this template to suit your talking points 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 red 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 (for example, remove the wording about the free discussion if you like)

Your invitation to learn all about Xero - Email Blast Template

Subject line: Your invitation to learn all about Xero

--- body of email---

Hi {First Name}

What is the Cloud and how does it work? Learn how Xero can help your business.

As a valued client, we wish to invite you to a special Xero-themed event to take you through all there is to know about Xero.

So you can focus on doing what you love and less time doing your books.

Event details are as follows:

[insert details: time, date and location]

This complimentary event will cover:

- Getting started in the Cloud
- How to get paid faster and improve visibility to manage your cashflow on the go
- Quick and painfree bank reconciliations
- Xero product demonstrations and walk-throughs
- How you can work more collaboratively with us to benefit your business
- What other businesses are saying about Xero and why they love it

To register, please RSVP by [insert_date] to [insert contact details]. Places are limited, so a prompt response will ensure you don't miss out.

We hope you can attend.

Kind regards,

{Your name}

Contact details

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