**Email:**

Here are two email templates for you to use at your discretion. Use these to reach out to new leads or provide information to current customers/clients.

Make any edits needed to ensure it fits your voice and your brand.

**Steps to use the emails:**

1. Make your edits

2. Copy and paste it into your preferred email carrier

3. Select your recipients

4. Send

Keep in mind who you send message to and give them about a week before you follow up. It’s a hectic time right now so it will help to keep it top of mind.

Email 1 to generate interest or reach out to a client.

Optional Subject Lines

* Respond to the pandemic and support your team
* Struggling because of COVID-19? Let’s figure it out
* You have all the power to help your business
* Help your team and yourself with this assessment

Hey [insert client or prospect name here]

Is your business struggling because of the COVID-19 pandemic? If it is, you’re not alone.

I want to say it again; **you’re not alone.**

Working remotely is a huge transition for teams used to office life, and your communication might be suffering as a result of distance and change. Let me help you make it easier.

You're my main priority, [insert client or prospect name here], and I want you to be successful and come out the other side of this in a positive way. My partners have been working nonstop to create resources that I give to my high priority clients, so I couldn't wait to share this with you.

The Working From Home Report is a new assessment tool developed by TTI SI that will give you and your team the gift of self-understanding. Inside the report, you’ll find:

* Personalized work from home tips
* How to communicate with your team when everyone is WFH

Interested? I can get you set up today to take the assessment if you get back to me quickly. Best of all, this assessment is entirely free!

Let me know how I can best support you, and we’ll get you set up with the Working From Home Report asap.

To your health!

YOUR NAME

Email 2

Optional Subject Lines

* Hey first name, I wanted to check in
* Is your business adapting well so far?
* I’d love to see how the report worked for you

Hi Client Name,

I hope you’re well! I just wanted to check in with you and see if you had a chance to take the Working From Home Report I sent you.

I’ve already gotten positive feedback from other clients about the effect it has had on their teams. You don’t know what you don’t know, right? Let’s take the guesswork out of it.

The nice thing about the assessment is that it takes less than 10 minutes to complete, and you can use as much or as little of it as you want. If you just want a quick overview of your own traits, or you want the full report to understand your team, the report has you covered.

Just a reminder, the report is free, so you don’t have to worry about any additional costs.

Here’s your link to take the assessment.

[insert your link from IDS here] \*[Click here for the Knowledge Base Article to give you directions](https://knowledge.ttisi.com/what-is-the-working-from-home-report)\*

Let me know what you think and I can help you figure out how to leverage this new info for your team.

Talk soon,

Your Name