Email Templates to Schedule Your In-person Consultations**:**

STEP 1:

**Send Email # 1 to contact your lead.**

**Email # 1:**

**Subject:** Your SEI Club Consultation

Dear Member Applicant Name Here,

My name is insert your name here and I will be doing your consultation for SEI Club Matchmaking.

Please let me know if you are available for your in-person consultation this Insert day and time here (ie: Monday June 4th at 10am) or \_alternate day and time here in City here.

If you prefer a different day/time please let me know and I will do my best to accommodate.

I look forward to hearing from you.

Best Regards,

YOUR NAME HERE

STEP 2:

**Applicant replies to you with Days/Times that work best for him/her**

STEP 3:

**If the proposed day/time works well for you, send Email # 2a below:**

**Email # 2a:**

Hi Member Applicant Name Here,

Insert Day & Time he/she proposed here works well.

We’ll be meeting at insert hotel location here

Inside the lobby there’s a casual café where we’ll meet. The café is called insert *café name here*

My mobile # is: insert your mobile # here – feel free to call anytime.

Please confirm receipt of this email.

Looking forward to meeting!

Best,

Your name here

**If the day/time proposed by the member is not possible for you, send Email # 2b below instead of Email # 2a**

(NOTE: After receiving a reply to email # 2b you should be able to send Email # 2a above to the member applicant):

**Email # 2b:**

Hi Member Applicant Name Here,

I am not available at Insert day/time he/she proposed.

Please let me know if insert three different days/times that work for you here: (day/time A, day/time B, or day/time C) works well for you.

Also, if there are alternate days/times that work better for you let me know and I will do my best to accommodate.

Awaiting your reply.

Best,

Your name here

**NEXT: If in her/his next reply, the proposed day/time works well for you, send Email # 2a above**

STEP 4:

**The day and time of the meeting has now been set.**

**The day before your scheduled meeting, send the following Email # 3 (confirmation email) to the member with whom you are meeting.**

**Email # 3:**

Hi Member Applicant Name Here,

Just confirming our meeting tomorrow at Insert time of meeting here.

Best,

Your name here

Insert your mobile # here