UNCOMPANY

Uncompany Email Templates

New Business Inquiry Email

We think when you are reaching out to a cold contact it's great to add value by including either an article, video link,

Hello (Client name),

I recently came across (company name)and wanted to reach out. My name is (your name). I am a (your positioning statement). I am interested in (company name) and offering my services as a (skill/title).

If you or someone at (company name) might be interested in connecting on a quick call here is a link to my calendar.(link to calendar) Or if you want to learn more here is a link to my (website/capabilities/resume).

I appreciate and value your time. I appreciate what (company name) does and found this (article, infographic, event) that you or your team might be interested in. (link to resource gift)

Thank you again for your time.

-(Your name)

<u>Checking in on a project Email</u>

Hi (Client name),

I've enjoyed working on (the project name) and wanted to check in and see how you were feeling about the project. Please let me know if you have any feedback or if you see any changes I should make on my end.

Again, I've enjoyed working on this and look forward to our continued collaboration.

Best- (Your name)

Positioning for another project Email

Hi [Client name],

As you know, we recently wrapped up [project name/description of project]. We hope you're happy with the results!

We're eager to move forward with the next project – here are some thoughts on ways we think we could collaborate. *(include bullets based on your experience with the client on potential next projects)*

If you have a project in mind or would like to catch-up on future projects. Here is a link to my calendar to book a time for us to connect. (link to calendar).

I'm looking forward to connecting.

Best- (Your Name)

We are noticing "Scope Creep" Email

Hi [Client name],

I've enjoyed working with you on (project name). I have noticed that some of the most recent requests are out of scope. The original scope includes (include bulleted scope items).

Based on the new requests of (include out of scope items) I'd be happy to adjust the original scope to include these items. Let me know if you'd like me to update my estimate and I will touch base with Uncompany to get you an amended scope of work.

I've really enjoyed working with you and look forward to the continued collaboration on this project and future ones. If you'd like to discuss, here is a link to book a time for us to connect. (link to calendar).

Thank you - (Your Name)

Checking in on payment Email

Hi [Client name],

I wanted to touch base, and check in on payment for invoice (include invoice number) which was sent on (date when invoice was sent) and was due on (due date). As of yet we have not received your payment. Could you please let me know a status on when I can expect to receive this please?

Thank you - (Your Name)

(Include either a link to your invoice or attach the invoice to email)

<u>Thank you Email</u>

Hi [Client name],

I wanted to reach out now that our (insert project title) is complete. I really enjoyed the work and your on-going collaboration through the project. Please let me know if you have any feedback or if you might have another project I can take on. If you'd like to schedule a wrap-up call here is a link to my calendar (insert calendar link). Please let me know if you need anything else from me. I look forward to working together in the future.

Thank you - (Your Name)