



Email Templates

[Welcome Email - Hourly](#)

[Welcome Email - Flat Fee](#)

Dropbox Folder Share/Invite

Thank you for choosing Smarter Divorce Solutions. This is your secure Dropbox folder. Anything you add to this folder my team will be able to view. You can only access this folder by using this email address while logged in to Dropbox.com. If you do not have a Dropbox account this link will walk you through setting one up before you can view your shared folder. Dropbox will ask you to download their offline app. This is not necessary and a lot of people find it confusing. If you want to find your folder on Dropbox.com you will log in, click "Files" on the left-hand side, then choose "Shared" on the left-hand side. You can always find your shared folder here.

Weekly Friday Follow Up (Hired)

Subject: Friday Follow-up & Checking In

Hi X,

I'm checking in to let you know I need the following documents in addition to what you've shared. I've listed what I need below. If you have any questions please let me know.

- X

1st Check-in (Prospect w/ IC)

Subject: Following Up from DATE

Hi X,

It was good to meet you the other day. ***INSERT PERSONAL ACKNOWLEDGMENT HERE***. I know we went over a lot of information and I'm reaching out to see if you have any questions

I'm here when you're ready.

2nd Check-in (Prospect w/ IC)

Subject: How are you doing?

Hi X,

I just wanted to reach out and see how you're doing. ***INSERT PERSONAL ACKNOWLEDGMENT HERE***. Let me know if I can help in any way.

Weekly/Monthly Check-ins (Prospect, Any)

Subject: Checking In

Hi X,

I wanted to check-in and see how you're doing.

We're here if you need anything.

Thanks,

Final Check-in (Prospect, Any)

Subject: Should we stop bothering you?

Hi X,

We've been following up with you since X and haven't heard back. Should we stop bothering you?