Graphical user interface

Description automatically generated

**New and Continuing Client Welcome E-mail Templates**

**Note to be sent along with Contracts via EchoSign**

Hi <NAME>,

Hope you’re doing well! All of us on the <BUSINESS NAME>Team are just thrilled that you’ll be joining the/continuing with <PROGRAM NAME>!

Attached, please find your program Contract and Policies and Procedures document. In order to secure your spot in the program, please sign and return them within 48 hours.

Once we receive your signed materials, we’ll go ahead and send out your full welcome packet and start scheduling your sessions.

Please let us know if you have any questions at all.

The <BUSINESS NAME> Team

**General welcome e-mail to be sent out with Welcome Packets once contracts are returned**

Subject: Your <PROGRAM NAME> Welcome Packet

Dear <NAME>,

Thanks for getting your contract in promptly! We are thrilled that you’ll be stepping into/continuing with the <PROGRAM NAME>!

As promised, here is your Welcome Packet. In it, you will find an Introductory Questionnaire, an Accountability Prep Form to fill out before each of your coaching calls, and a Schedule of Important Dates.

The answers to the Questionnaire should be returned to me at <E-MAIL ADDRESS> as soon as possible.

If you have any questions at all, please don’t hesitate to ask!

My best,

CLIENT CARE COORDINATOR NAME and SIGNATURE