

First Client Email Example

FOFOOFO TV



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FOFOOFOTECH.COM

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Hi Gladys,

I'm **Prince Twumasi with Fastway Delivery Service**. We are a delivery service company that provides top-notch services for our clients covering all the **Accra, Tema and Kasoa** metro areas. We concentrate heavily on client satisfaction over here, naturally.

Im wondering if you might be open to an initial conversation to gauge a fit?

We are currently working with ;

- Peace and Love Restaurant
- Candace Hair Extensions
- Jumia deliveries
- Malcom Achimota
- Vion Organic Shop

Just to mention a few.

We are glad to say we have improved the efficiencies of these companies for which they advised their sales has gone up by 15% since we started delivering their products to their customers.

We are;

- A company that loves servicing our clients and delivery packages on behalf of our clients, on time and with no errors.
- A company that looks for long-term partnerships, not just client-company relationships.
- A company that is so confident in what it does that it puts a portion of its fees on the line.
- A company that focuses on your growth.
- A company that is loved by its clients.

If you have a minute or two to learn more about us please contact us on **(+233) 248 939 278**. If I do not hear from you, I will reach out to you via phone later in the week.

Thanks and Regards,
Prince Twumasi
Sales and marketing
(+233) 248 939 278

Landing the First Meeting: Introduction Email to Potential Clients

This email would be used as an initial introduction to your company. The key is immediately establishing your expertise, as well as asking for the meeting fairly early.

Hi [Prospect],

[Your name] with [your company]. We're a Y company that specializes in [choose either your primary vertical or a vertical you have experience in] to [insert a typical challenge you help clients face].

I'm wondering if you might be open to an initial conversation to gauge a fit?

We've worked with companies like [insert 2-3 clients here relative to the vertical] to [insert a typical client goal].

If you have a minute or two to learn more about us, you can visit us here at [site]. If I don't hear from you, I will reach out to you via phone later in the week.

Thank you,

[Your Name]

Landing the First Meeting: Follow-Up Email

This would be used as a follow up to the above email (either the next day or the following week), and I would recommend the subject line: "Sorry I Missed You." We often see 30% to 40% open rates with this email. You will also want to introduce a case study at this point.

Hi [Prospect],

Quickly following up on my email from yesterday. I tried to call you, but was unable to connect. Hoping to set up a call to introduce my company, [company name]. Do you have 30 minutes anytime early next week that would work?

While I have you, I thought you might find some interest in our work with [client]. We helped them [achieve goal] resulting in [ideally you have a % to use here, but any meaningful result will suffice]. You can read the whole story here: [Provide case study link.]

As a reminder, we're a Y company, expert (or specializing) in the X category. We've worked with [name 2-3 clients], and many others to [achieve goal].

Best,

[Your Name]

Thank you so much for watching the video on how to shop start a delivery business in Ghana . Please support fofoofotv by subscribing to our chanel for more useful contents. Thank You !

<https://www.youtube.com/c/Fofoofotv/>