

Waitlist

When you can't start immediately with a client...

Dear (first name),

Thank you for _____ (*speaking with me, emailing me*) about _____ (*opportunity*.)

What I find most _____ (*intriguing, exciting, in alignment etc*) about _____ (*opportunity*) is

_____ (*give specific feedback that communicates you understand the opportunity and are a good match for it.*)

We put a strong emphasis on client service and attention. As such, we would be able to properly serve you and begin work on _____ (*opportunity*) in _____ (*date or time of year*). Please let me know if this timeline works for you and we can set up a follow up meeting for _____ (*later date*).

If its possible to give them prep work to do before you begin working together let them know that and take a deposit to forward that prep work.

Sincerely,

(your name)

20 HOUR
WORK WEEK SYSTEM

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