

Email Templates for Weekly Newsletters

. For Current Clients

Template 1

Service Update and Tips

Improving Your Experience with SimplifiVAs– Latest Updates and Tips Hi [Client Name], We hope you're enjoying our virtual assistant services! This week, we wanted to share a few updates and tips on making the most out of your VA's expertise. [Include a brief tip or recent feature update relevant to their needs] Thank you for trusting us with your business needs. Please reach out if you have any specific requests or feedback!

Template 2

New Feature Highlight + Customer Story

See New Ways to Boost Your Productivity! Hi [Client Name], At SimplifiVAs, we are constantly improving our services! This week, we're excited to introduce [describe feature, e.g., a new task management tool or an upgrade in response time].

Also, check out how [another client, e.g., "Ace Company"] is using this feature to [benefit or result]. Let us know if you'd like more info on how this could work for you.

We're here to help!

. For Prospective Clients

Template 1

Service Introduction

Want Your Business to Thrive?.. Do This! Hello [Prospect's Name], Are you looking to boost productivity without increasing costs?

SimplifiVAs offers virtual assistant services tailored to your needs. From managing social media to customer service, our VAs are here to make your workday easier. Ready to learn more? Contact us today to explore how we can support you!

Template 2

Pain Point Address + Call to Action

Struggling with Unproductivity? We Can Help! Hi [Prospect's Name], Running a business is challenging, especially with [e.g., "customer inquiries piling up"].

Our virtual assistants are here to handle these tasks, freeing up your time. With our support, you can focus on growth and strategic goals. Interested?

Book a call to discuss how we can help streamline your business!