

PYTHON FUNDAMENTALS

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1. INTRODUCTION

The project aims at building various APIs so that we can reduce the time required to write official mails by providing the templates for some already advised mail topics. It includes forming the structural write ups for the mail template and in which there are some inputs which are to be given by the user itself and then those inputs are taken into and tense-flow is used to correct the grammar and set it perfectly according to the language of the mail. Tense-flow uses tagging and NLTK to correct the grammar and tense of the inputs. Then the whole write-up is given to the user which can be directly sent to the recipient.

Along with this the project also provides a solution to set reminders for the meeting that the user is informing the others through the mail. It can be easily set along with the templates and it will then give a toast notification prior to the meeting or appointment.

2. PROBLEM STATEMENT

If we have to write any official mail then we are supposed to follow a certain format and language. Sometimes, it is not easy to come with a proper mail format in a given short time.

Also, if we want to set a reminder for any meeting or appointment then we have to do that extensively which can be hectic as well.

Manual entries may not be considered so wisely, and cannot be edited.

3. OBJECTIVES

- To develop a set of email templates well structured.
- To develop an API for each designed email template.
- To develop a set-reminder function to set reminders for future references

4. REQUIREMENT ANALYSIS

Mail Automation:

1. Language: Python (v3).
2. Framework: Flask.
3. Database: MongoDB.
4. Libraries: flask (request, jsonify), flask_mail (mail, message), pymongo (Mongo Client), NLTK, Tense-flow.
5. API Method: POST.
6. Approaches:
 - Using pre-filled mail templates.
 - Post method and Json-object.

Windows Reminder:

1. Language: Python (v3).
2. Framework: Flask.
3. Libraries: flask (request, jsonify), time, win10toast (toast notification)
4. Limitation: It will work on windows only.

Libraries used:

```
from flask import Flask, jsonify, request

from pymongo import MongoClient

from flask_script import Manager, Command, Shell

from flask_mail import Mail, Message

import nltk

from nltk.corpus import state_union

from nltk.tokenize import PunktSentenceTokenizer

from nltk import word_tokenize, pos_tag

from tenseflow import change_tense

from win10toast import ToastNotifier

import time
```

5. METHODOLOGY

Step 1. Understanding the different official email templates and then designing the structure for those emails.

Step 2. Creating different APIs for those email templates.

Step 3. To correct the grammar of the inputs taken by the user using Tense-flow and NLTK.

6. PROGRESS AND FUTURE ENHANCEMENTS

6.1 Progress

1. Successfully designed different APIs for different mail formats.
2. Used NLTK and tense-flow to correct the grammar of the inputs.
3. Made the set-reminder function.
4. Converted the API into Json format.

6.2 Further Enhancements

The project has many enhancement options in the near future:

1. More options of API's can be added.
2. Better deductions with a yet larger data set can be maintained. At the further stages, the data set can finally help to make the application sustainable by predicting the language that would be sufficient under normal constraints.
3. Website updating to add the some more functionalities to the backend.
4. Creating the front end for the project as well.

7. REFERENCES

- <https://scotch.io/bar-talk/processing-incoming-request-data-in-flask#:~:text=In%20Postman%2C%20add%20the%20URL,example%20into%20the%20text%20input.>
- <https://programminghistorian.org/en/lessons/creating-apis-with-python-and-flask>
- <https://auth0.com/blog/developing-restful-apis-with-python-and-flask/#restful-flask>
- <https://towardsdatascience.com/how-to-make-windows-10-toast-notifications-with-python-fb3c27ae45b9>
- <https://github.com/bendichter/tenseflow>
- <http://www.nltk.org/howto/corpus.html>
- <https://www.nltk.org/api/nltk.tokenize.html>
- <https://www.nltk.org/book/ch05.html>

8. Guidelines

- Install tense-flow from GitHub link:- <https://github.com/bendichter/tenseflow>
- Python 2.7 or 3.6 is mandatory
- To install tense-flow in command Prompt (windows)
- Need git+ in windows
- Then command(git+ pip install:- <https://github.com/bendichter/tenseflow@master>
- Pip install spacy
- python -m spacy download en_core_web_sm
- Then import rest of the command written in code from pip

9. APIs CREATED

Customer Appreciation Email Template

Body:-

Hi [name],

Let me take this opportunity to thank you for choosing [company] to provide you

[Or your company]

With the best [insert product or service]. We are proud of our satisfied clientele and look forward to many years of working together.

If you have any questions about our [insert product], we invite you to call us immediately at [insert phone number], and we will be happy to assist you.

Once again, thank you for your business.

Best regards,

[Name]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense flow
[name]	rname	New[1]	Recipient Name	No
[company]	comp	New[3]	Company	No
[insert product or service]	bprob	New[5]	Product	No
[insert phone number]	con	New[7]	Contact	No

[name]	sname	New[9]	Sender name	No
--------	-------	--------	-------------	----

Extra Variable:

1. String:-

Template body contain \n and (double spacing) for to create element of list.

2. New:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template Link: <http://127.0.0.1:5000/CustomerApp/>

Thank You for Your Purchase Email Template

Body:-

Dear [name],

On behalf of [your business name], I would like to thank you for [buying/using your product/service]. We sincerely hope that you will continue to enjoy [name of your product/service] and use it to [your product/service's unique selling point].

If you have any questions or if we can further assist you in any way, please feel free to [insert contact method] me.

[Promote any upcoming events/new products or services/related products/services].

I hope to hear from you soon!

Thank you once again,

[Name]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense flow
[name]	Rname	New[1]	Recipient Name	No
[your business name]	Cname	New[3]	Company	No
[buying/using your product/service]	np	New[5]	Product or Service	No
[name of your product/service]	np	New[7]	Product or Service	No
[your product/service's unique selling point]	msg	New[9]	Uniqueness of product(sentence)	No
[insert contact method]	cont	New[11]	Contact	No

[Promote any upcoming events/new products or services/related products/services].	prom	New[13]	Next event(brief Describe)	No
[Name]	Sname	New[15]	Sender Name	No

Extra Variable:

1. String:-

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template Link: <http://127.0.0.1:5000/ThankPurchase/>

Email Newsletter Template: Upcoming Events

Body:

Subject Line: Don't miss out on these upcoming events!

Dear [Name],

Here at [your company name], we are committed to providing [customer persona]s like yourself with opportunities to continue learning, grow your network, and get involved with the community. As a valued customer, we want to let you know about our upcoming events.

- [Event date]: [Event title]
- [Brief description of event]
- Where: [Location]
- When: [Day, date, time]
- Learn more details and register here [Link to event page]

We hope to see you there! Feel free to reply back with questions regarding these events!

Best regards,

[Name]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense flow
[Name]	Rname	New[1]	Recipient Name	No
[Your company name]	cname	New[3]	Company name	No
[Customer persona]	Ename	New[5]	Persona	No
[Event date]:[Event title]	Ddt	New[13]	Date and title	No

[Brief description of event]	descp	New[7]	Description	No
[Location]	Loc	New[10]	Location	No
[Day, Date, Time]	Tm	New[16]	Day, date, time	No
[Link to event page]	Link	New[18]	Link	No
[Name]	Sname	New[20]	Sender Name	No

Extra Variable:

1. String:-

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template Link: <http://127.0.0.1:5000/UpcEvent/>

Review Request Email Template

Subject Line: Your Feedback Means a Lot

Dear [NAME],

[A personalized greeting]. We appreciate the trust that you have placed in [YOUR BUSINESS'S NAME] and we will continue to strive to provide you with [Description of what your objective is]. Online reviews are an important part of our business so that we get your insightful feedback and continue to deliver the best service to all of our customers.

We would love for you to share your comments with us by leaving a review on [Link to the site or platform you would like your recipient to leave a review on e.g Yelp and Google Maps].

[Your business name] welcomes unbiased and informative reviews. If we have not fulfilled your expectations of us, we would like to take this opportunity to do what we can to correct any issues that might have arisen and continue to build our relationship with you.

Thank you for your continued patronage of our business and we look forward to hearing from you.

Best Regards,

[Name]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense Flow
[Name]	Rname	New[1]	Recipient Name	No
[A personalized greeting]	Grt	New[3]	Greetings	No
[Your Business's name]	Bname	New[5] New[8]	Business name	No
[Description of what your objective is]	Msg	New[6]	Objective	yes

[Link to the site or platform you would like your recipient to leave a review on e.g. Yelp and Google Maps]	link	New[10]	Link of review	No
[Name]	Sname	New[12]	Sender Name	No

Extra Variable:

1. String:-

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- **Passed into SendMail()**

Template Link: <http://127.0.0.1:5000/Review/>

Event Invite Email Template

Dear [name],

You are invited to attend [event name] to [briefly describe the value of your event].

[Define the issue your attendees are facing and what solution you are offering]. [If your event is featuring an industry expert, include information here].

[Date]/ [Time and time zone]/ [Venue]/ [Cost if applicable]

We will be discussing:

[List 3-5 benefits that your attendee will receive from the event [

...and much, much more.

Sign up now! If you cannot attend this event, be sure to check out [special offer] for additional resources.

Hope you see you soon!

Best regards,

[Name]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense flow
[event]	sub	-	Event	No
[name],	rname	New[1]	Recipient Name	No
[event name]	ename	New[3]	Event	No
[Briefly describe the value of your event].	bmsg	New[5]	Describe Event	No

[Define the issue your attendees are facing and what solution you are offering] [If your event is featuring an industry expert, include information here].	exp	New[7]	Solution and Information from industry expert(full sentence or paragraph)	No
[Date]/[Time and time zone] [Venue]/[tm	New[9]	Date / Time and Venue	No
[Cost if applicable]	cost	New[11]	Cost	No
[List 3-5 benefits that your attendee will receive from the event[...and much, much more.	ben1 ben2 ben3	New[13]	List of Benefits	No
[special offer]	sof	NEW[19]	Offer	No
[name]	sname	New[21]	Sender name	No

Extra Variable:

1. String:-

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template link: <http://127.0.0.1:5000/EventInvite/>

Deliverable Sent Template

Subject: Re: Deliverable sent

Hi [Name],

Sharing the deliverable for the project.

Please let us know when we can connect to discuss the same.

Regards,

[Your Name]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense Flow
[Name]	rname	New[1]	Recipient Name	No
[Your Name]	sname	New[3]	Senders Name	No

Extra Variable:

1. String:-

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template link: <http://127.0.0.1:5000/DeliverableSent/>

Testimonial Template

Dear [Name],

We hope that you are enjoying your experience with [Insert your product/company name].
[Add any specifics about your business or the customer to personalize the email].

Because your opinion means a great deal to us, we would appreciate your feedback. With your permission, we would also love to share your insights about our product/service with potential customers/clients.

Simply reply to this email with your story. Feel free to write whatever you like, but we have included a couple of questions that you can use as a guideline.

1. What was the reason why you approached us?

[r1]

2. What's one specific feature you like most about our product/service?

[r2]

3. What was the outcome you found from buying this product/using this service?

[r3]

We appreciate your time and thank you again for your business.

Best regards,

[Your Name]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense Flow
[Name]	rname	New[1]	Recipient Name	No
[Insert your product/company name]	cname	New[3]	Company Name	No
[Add any specifics about your business or the customer to personalize the email]	syb	New[5]	Specifics about business/customers	No
[r1]	rto	New[7]	Reason to contact	No
[r2]	sop	New[9]	Specific feature of product	No

[r3]	ofb	New[11]	Outcome from buying product	No
[Your Name]	sname	New[13]	Senders Name	No

Extra Variable:

1. String:-

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template link: <http://127.0.0.1:5000/Testimonial/>

Sick Leave 1 Template

Subject: Re: Leave application - Sick Leave 1

Hi [name]

Today I am not keeping well as I am having through stomach upset and fever. Would be taking leave for today.

Hope this is fine.

Regards,

[Your name]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense Flow
[Name]	rname	New[1]	Recipient Name	No
[Your Name]	sname	New[3]	Senders Name	No

Extra Variable:

1. String:-

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template link: <http://127.0.0.1:5000/SickLeave1/>

Leave application - Annual Leave

Subject: Re: Leave application - Annual Leave

Hi (Manager's name)

Wanted to inform you that I am planning to take the annual leave from DD/MM/YY to DD/MM/YY for X working days.

Would request you to approve the same. We can discuss the pending tasks and plan the same accordingly to avoid any last-minute rush.

I shall also be applying the same in the system as well.

Regards,

[Name]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense flow
[name]	rname	New[1]	Recipient Name	No
[DD/MM/YY] to [DD/MM/YY]	tp	New[3]	Time period {DD/MM/YY to DD/MM/YY}	No
[x]	nod	New[5]	Number of days	No
[Your name]	sname	New[7]	Sender Name	No

Extra Variable:**1. String:-**

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template link: <http://127.0.0.1:5000/AnnualLeave/>

Leave application – Sick Leave 3

Subject: Re: Leave application - Sick Leave 3 (For personal reason)

Dear (Manager's Name),

Just wanted to inform you that I will be taking a leave due to some unavoidable personal circumstances.

Will be reachable over the calls in case of any queries.

Thanks,

[Name]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense flow
[name]	rname	New[1]	Recipient Name	no
[Your name]	sname	New[3]	Sender Name	no

Extra Variable:

1. String:-

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template link: <http://127.0.0.1:5000/SickLeave3/>

Leave application – Sick Leave 2

Subject: Re: Leave application - Sick Leave 2

Dear (Manager' name)

Wanted to inform you that I am down with fever and diarrhea and hence will be taking a leave today.

I shall complete all the pending tasks once I resume office back tomorrow.

Regards,

[Name]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense flow
[name]	rname	New[1]	Recipient Name	no
[Your name]	sname	New[3]	Sender Name	no

Extra Variable:

1. String:-

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template link: <http://127.0.0.1:5000/SickLeave2/>

Sick Leave

Body:-

Dear [rname],

Thank you for your email!

I am on a sick leave today with no access to mails.

Please expect a delay in response. In case of anything urgent, please reach out to [pname] [email] or I will respond once I am back in the office.

For anything urgent, please message me on [conn] and I will try to get back to you as soon as I can.

Regards,

[sname]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense flow
[rname]	Rname	New[1]	Recipient Name	No
[pname]	pname	New[3]	Person's Name	No
[email]	email	New[4]	Email	No
[conn]	conn	New[6]	Contact	No
[sname]	sname	New[8]	Sender Name	No

Extra Variable:**1. String:-**

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template Link: [http://127.0.0.1:5000/ SickLeave/](http://127.0.0.1:5000/SickLeave/)

Day long meetings

Body:-

Hi [rname],

Thank you for your email.

I am in back to back meetings today and so I may revert late on your email. For live projects, please get in touch with the respective team members – [tm1] [email1] , [tm2] [email2] or [tm3] [email3] .

For anything urgent, please message me on [conn] and I will try to get back to you as soon as I can.

Thanks,

[sname]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense flow
[rname]	rname	New[1]	Recipient Name	No
[tm1]	tm1	New[3]	1 st name	No
[email1]	email1	New[4]	1 st email	No
[tm2]	tm2	New[6]	2 nd name	No
[email2]	email2	New[7]	2 nd email	No
[tm3]	tm3	New[9]	3 rd name	No
[email3]	email3	New[10]	3 rd email	No
[conn]	conn	New[12]	Contact number	No
[sname]	sname	New[14]	Sender Name	No

Extra Variable:**1. String:-**

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template Link: <http://127.0.0.1:5000/DayLongMeetings/>

Invitation Mail - Meeting 1

Body:-

Hi [rname],

We have a meeting scheduled tomorrow with the [cname] Team [tname] . Hence, we need to share the issues that we have faced recently. Request everyone to plan your work accordingly in order to attend the meeting.

The meeting is scheduled on [mdate] - [mtime].

Regards,

[sname]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense flow
[rname]	rname	New[1]	Recipient Name	No
[cname]	cname	New[3]	Company name	No
[tname]	tname	New[5]	Team name	No
[mdate]	Mdate	New[7]	Date	No
[mtime]	Mtime	New[9]	Time	No
[sname]	Sname	New[11]	Sender Name	No

Extra Variable:**1. String:-**

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template Link: <http://127.0.0.1:5000/ Meeting1/>

Invitation Mail - Meeting 2

Body:-

Dear [rname],

Sharing the calendar invite for the face to face presentation at [cname], [cadd] office on [mDate] - [mTime].

Regards,

[sname]

(([conn]))

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense flow
[rname]	rname	New[1]	Recipient Name	No
[cname]	cname	New[3]	Company name	No
[cadd]	cadd	New[5]	Company address	No
[mdate]	mdate	New[7]	Meeting Date	No
[mtime]	mtime	New[9]	Meeting Time	No
[sname]	sname	New[11]	Sender Name	No
[conn]	conn	New[13]	Phone no	No

Extra Variable:**1. String:-**

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template Link: <http://127.0.0.1:5000/ Meeting2/>

Special Discount Offer Email Template

Body:-

Dear [name],

As a valued customer, we would like to offer you a [Special discount offer] for [State length of time offer is valid for].

We hope you will take advantage of our special offer. [State the unique value of your offer].

As always, do not hesitate to reach out to us if you need any help by emailing us at [your email] or calling us directly [your phone number].

Thanks,

[Name]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense flow
[name]	rname	New[1]	Recipient Name	No
[Special discount offer]	spo	New[3]	Discount	Yes
[State length of time offer is valid for]	tov	New[4]	Time of offer	No
[State the unique value of your offer]	unv	New[6]	Value of offer	No
[your email]	mail	New[8]	Mail Id	No
[your phone number]	phn	New[10]	Contact no.	No
[Name]	sname	New[12]	Sender Name	No

Extra Variable:**1. String:-**

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template Link: [http://127.0.0.1:5000/ SpecialDiscount/](http://127.0.0.1:5000/SpecialDiscount/)

New Product or Service Update Email Template

Body:-

Dear [Name],

We are excited to introduce to you our latest [Brief outline of new product or service]. [Give a brief description of your new offering and bold or underline any key points]. [Describe the benefits of your new offering]. [Tell people how to get the new offering].

[Closing remarks about the new offering]. Please get in touch [Insert contact information], if you have any questions or if there is anything else we can do to help you [Your audience's goal]!

Best regards,

[Name]

String in Template	Variable	NEW[] (index value where variable got inserted)	UI String	Tense flow
[Name]	Rname	New[1]	Recipient Name	No
[Brief outline of new product or service].	onp	New[3]	Brief of Product	Yes
[Give a brief description of your new offering and bold or underline any key points]	bdsc	New[4]	Offering	Yes
[Describe the benefits of your new offering]	bno	New[5]	Benefits from offer	Yes
[Tell people how to get the new offering]	howt	New[6]	Ways of getting offer	No
[Closing remarks about the new offering]	rem	New[8]	Remarks of product	No

[Insert contact information]	con	New[10]	Contact information	No
[Your audience's goal]	agoal	New[12]	Future goals	Yes
[Name]	sname	New[13]	Sender Name	No

Extra Variable:

1. String:-

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string
- Passed into SendMail()

Template Link: <http://127.0.0.1:5000/ ServiceUpdate/>

Follow-Up Email Template

Dear [name],

You [how and when the person approached your business initially] and we hope you were able to [insert the value of your prospect gained from your last offer]. This week, we are excited to introduce to you [new offer such as valuable content or a discount]. [Describe the value of your offer].

[Define the problem or concern your audience faces].

[Represent your product or service's unique solution to your prospective customer's problem].

[Brief reiteration of your product/service's answer to your audience's needs]. Please let us know how we can help you by [insert your contact information].

We hope to hear from you soon.

Best regards,

[Name]

String in Template	Variable	UI String
[name]	rname	Recipient Name
[how and when the person approached your business initially]	tp	Person approach(Name of person and how he approach ,{full sentence})
[insert the value of your prospect gained from your last offer]	aut	Profit from last offer
[new offer such as valuable content or a discount]	link	New offer
[Describe the value of your offer].	firstpa	Value of offer{benefits}
[Define the problem or concern your audience faces].	pblog	Problem from Audience(full Sentence or paragraph)
[Represent your product or service's unique solution to your prospective customer's problem].	blgtle	Solution from your product (Full sentence or paragraph)
[Brief reiteration of your product/service's answer to your audience's needs]	freq	Requirement of your audience(full Sentence)
[insert your contact information].	sub	Contact
[Name]	sname	Sender Name

Extra Variable:**1. String:-**

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
- type = list

3. Body:

- body = list to string(new)
- type = string

Passed into SendMail()

Template Link: <http://127.0.0.1:5000/FollowUp/>

Reengagement Email Template

Subject Line: Following up on [last encounter]

Hi [name],

I [insert contact method] you [insert last time you reached out] in response to [how your potential customer initially reached out to you]. [Refresh their memory of what you talked about].

[Send your prospects an additional offer that would address questions or concerns they had during your conversation with them]. I hope you will find it helpful and informative. Please feel free to let me know if you had any questions or feedback.

If you are currently looking for better ways to [what is the problem that your prospect is looking to solve with your product or service], I believe that [your business's/product's name] may be a great solution for you and here is why:

[Make a bulleted list of your business's unique selling points. Bold or highlight any key words to make the email easier to scan for your audience].

If you would like to discuss your business in greater detail, you can reach me directly at [Insert your contact information].

Best regards,

[Name]

String in Template	Variable	New	UI String	Tense Flow
[last encounter]	sub	New[1]	Last Date(last time you meet)	No
[name],	rname	New[3]	Recipient Name	No
[insert contact method]	conn	New[5]	Conatct method(The way you meet)	No
[insert last time you reached out]	lrc	New[7]	Last Date(last time you meet {small sentence})	No

[how your potential customer initially reached out to you]	adoff	New[9]	Customer Reach out(And how Your customer reach to you full sentence)	No
[Refresh their memory of what you talked about].	bmsg	New[11]	Last Memories(Refresh their memory of what you talked about{full sentence or paragraph)	No
[Send your prospects an additional offer that would address questions or concerns they had during your conversation with them]	fback	New[13]	Addition offer(full sentence)	No
[what is the problem that your prospect is looking to solve with your product or service]	mkey	New[15]	Solvable problem from Product(full sentence)	Yes
[your business's/product's name]	product_name	New[16]	Product or service name	No
[Make a bulleted list of your business's unique selling points. Bold or highlight any key words to make the email easier to scan for your audience]	selling_point	New[18]	Build up(Paragraph or points{full sentence})	No
[Insert your contact information].	contact_info	New[20]	Conatct	No
[Name]	sname	New[22]	Sender Name	No

Extra Variable:

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Template Link: <http://127.0.0.1:5000/Reengagement/>

Deliverable sent with revisions

Subject: Deliverable sent with revisions

Hi XXXXX,

Sharing the revised deliverable for all the changes as discussed over the call -

1. Have mentioned Change 1
2. Have mentioned Change 2
3. Have checked Change 3
4. Also, we have included the Change 4

Please do let me know in case of any clarifications.

Regards,

String in Template	Variable	New	UI String	TenseFlow
[name]	rname	New[1]	Recipient Name	No
[change 1]	change1	New[3]	Revised deliverable change 1 {Complete sentence}	No
[change 2]	Change2	New[5]	Revised deliverable change 2 {Complete sentence}	No
[checked change]	checked change	New[7]	Revised deliverable checked change {Complete sentence}	No
[change included]	change included	New[9]	Revised deliverable change included {Complete sentence}	No
[Your name]	sname	New[11]	Sender Name	No

Extra Variable:**1. String:-**

Template body contain \n and (double spacing) for to create element of list.

2. new:

- new = convert(string)#convert string to list
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- body = list to string(new)
- type = string
- Passed into SendMail()

Template Link: <http://127.0.0.1:5000/Deliverable/>

Invitation Mail - Out of Office 3

Subject: Invitation Mail - Out of Office 3

Dear Sender,

I am on personal leave from 14th Oct to 17th Oct with no access to mails or calls. Kindly expect certain delay in reply.

In case of anything urgent kindly connect with Firstname Lastname on
firstname.lastname@companyname.com

In case of anything related to Business function 1/ Business function 2, Business function 3 please reach out to Firstname Lastname : firstname.lastname@companyname.com; +91 XXXXX XXXXX

Regards,

Firstname Lastname

String in Template	Variable	New	UI String	Tense Flow
[rname]	Rname	New[1]	Recipient Name	No
[DD/MM/YY to DD/MM/YY]	<u>Leavedate</u>	New[3]	Time Period {DD/MM/YY to DD/MM/YY}	No
[Urgent Contact]	Name1	New[5]	Person To contact for anything urgent	No
[Urgent contact email]	<u>email</u>	New[7]	Urgent contact mail id	No
[Business function 1]	<u>Bfunc1</u>	New[9]	Business function 1 {Complete sentence}	No
[Business function 2]	<u>Bfunc2</u>	New[10]	Business function 2 {Complete sentence}	No

[Business function 3]	<u>Bfunc3</u>	New[11]	Business function 3 {Complete sentence}	No
[bf name]	<u>Name2</u>	New[13]	Person to contact for business function	No
[bf id]	<u>bemail</u>	New[14]	Mail id for Business function	No
[contact number]	<u>Conn</u>	New[15]	Business contact	No
[sname]	sname	New[17]	Sender Name	No

Extra Variable:

1. String:-

Template body contain \n and (double spacing) for to create element of list.

2. new:

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3. Body:

- body = list to string(new)
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- Passed into SendMail()

Template Link: <http://127.0.0.1:5000/Leave/>