TEMPLATE: Welcome Back Email (Massage Therapy)

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• This template is NOT a legal document. You should not rely on this material without first seeking legal advice. • A lawyer can use the content of this template to tailor a legal document for your business.

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Sources consulted:

- Business owners clients of JPNDC SBS
- Northeastern University School of Law, Community Business Clinic

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[Name of the Company]
Welcome Back Email

Date:

Dear [Client Name],

Recently, our community lifted stay-at-home orders and allowed many businesses to reopen. We at [Business Name] are excited to welcome you back to massage therapy!

During “quarantine” we’ve been working hard to deep clean our facility and organize it to promote physical distancing and enhanced sanitation. We’ve also updated our policies and procedures to improve the safety of clients, therapists, and staff while COVID-19 is still present in our communities.

Please read the COVID-19 Related Policies & Procedures attached to this email and let us know if you have any questions or concerns. If you’re ready for a massage, give us a call to book an appointment at [Business Phone] or book online at [Business Website]

Best Regards,

[Business owner First and Last Name]
[Business Address]
[Business Phone]
[Business Email]
[Business Website]