

## Podcast Guest Invitation Email | JUNE 2025

Hey NAME - Jess here on HOST behalf. I'm writing with the distinct pleasure of inviting you to record with HOST for an upcoming episode of the NAMEOFPODCAST!

We'd love to find an hour of your time in the coming weeks. Is there any chance you're available:

[DAY], [MONTH] [DAY OF WEEK] at 12pm (noon) Pacific

[DAY], [MONTH] [DAY OF WEEK] at 12pm (noon), 12:30pm, 2pm Pacific

If yes, awesome! Please let me know which one works best for you and I'll send a calendar invite with dial-in details, as well as the intake process for our production team.

If not, please give me a call (XXX-XXX-XXXX) between 8am-8pm Pacific, Monday through Thursday. No need to set an appointment, just give me a call whenever is best for you.

Speak soon either way! --Jess

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**Note: please either copy and paste the text into your preferred document, or click file, then create a copy, and Google Docs will set up a new copy that you can edit to your heart's content. xo Jess**