



Template 1: LEADS (offer 50% off in 1 month). My hourly rate is \$5.

Dear (NAME),

My name is Krizel Mocay, and I am a graduate of Digital Marketing at Surge Digital Academy. I provide freelancing services to business owners like you and virtual assistance that caters to your needs to improve your business.

My freelancing services are as follows:

1. Digital Marketing
2. Search Engine Optimization
3. General Virtual Assistant
4. Social Media Management
5. Graphic Design

You can check on my website the other services I offer.

<https://krizelmva.wixsite.com/krizel-mocay>

I am equipped with the knowledge and skills I have learned from the academy, and it would be an excellent opportunity to work with you.

With this, I would like to offer your business, (client's business name), 50% off for 1 month on any task listed above. This will serve as a trial period so you can access my work and for me to gain online job experience, especially in handling client tasks remotely, communication skills, meeting deadlines, high-quality output, and exemplary work ethics.

I will be your virtual assistant for your business in whatever need you have for 50% off in 1 month.

If you are interested, please send me the following details:

1. Freelancing assistance is needed. (from the above-listed services)
2. Tasked Details
3. Instructions
4. Business Name
5. Contact Person
6. Contact Email

The honor is truly mine in this endeavor. I look forward to a great working relationship with you.

Krizel Mocay



TEMPLATE 2: PROSPECT (START FREE TRIAL)

Dear (NAME),

Thank you for allowing me to assist you. This will enable me to experience hands-on training. The honor is truly mine in this endeavor.

To get the ball rolling, I will be available for virtual assistants in your business at the most convenient time. I will be helping you with general administrative and office tasks, social media, SEO, digital marketing, and graphic design.

This is for 50% off in one month.

In return, I humbly ask you the following:

1. Detailed instructions for the task assigned
2. Swift responses when I ask questions or seek clarifications
3. Feedback for me at the end of the month.
4. I will feature the work done in this collaboration in my online portfolio.

I look forward to a great working relationship with you.

Krizel Mocay



TEMPLATE 3: CUSTOMER (INVITE PAID)

Dear (NAME),

I am writing to express my gratitude for your participation in this apprenticeship. As I mentioned in my introduction email, I would like to ask the following:

- Feedback for the task I have performed for your business
- Payment of 50% for the trial period.

Should you wish to continue with my services, I can offer them to you for as little as \$5 per hour for the next 3 months.

Thank you very much; it was a pleasure serving you.

Krizel Mocay