Template Text Messages and Emails

[Uncontacted - 1st Call](#)
[Uncontacted - 2nd Call](#)
[Uncontacted - Final Call](#)
[Follow Up After Consultation](#)

Uncontacted - 1st Call

Email Subject Line: Request for Legal Help Received

Hi <First Name>,

I have received your request for legal assistance.

My name is <Your Name>, and I am the Unbundled Lawyer that will be helping you resolve your legal issue.

I just left you a voice message with my contact information.

You can contact me directly at <XXX-XXX-XXXX).

Alternatively, you can book an appointment directly on my calendar by using the following link:

(Insert calendar link)

I look forward to speaking with you and being of assistance in any way that I can.

Uncontacted - 2nd Call

Email Subject Line: Request for Legal Assistance Received - Following Up

Hi <First Name>,

I have received your request for legal assistance.

This is <Your Name>, and I am the Unbundled Lawyer that was assigned to assist you with your legal issue.

I have left you a couple of messages and so I am following up to arrange a time for us to speak.

You can contact me directly at <XXX-XXX-XXXX> or simply reply with the best time and I will contact you then.

You can also schedule an appointment to speak with me here:

(Insert calendar link)

I look forward to speaking with you and being of assistance in any way that I can.

Uncontacted - Final Call

Email Subject Line: Request for Legal Help - Final Call

Hi <First Name>,

This is <Your Name>, and I am the Unbundled Lawyer that was assigned to assist you with your legal issue.

I've contacted you a few times over the last several days and have been unable to reach you, so this will be my final attempt.

If you are still looking for a lawyer to help you with your case, please contact me directly at <XXX-XXX-XXXX> and I will be happy to speak with you.

You can also schedule an appointment to speak with me here: (Insert calendar link)

I hope to connect with you soon and I look forward to assisting you in any way that I can.

Follow Up After Consultation

Email Subject Line: Following Up on Your Family Issue

Hi [First Name],

It's been some time since we last spoke so I just wanted to follow up with you to see if you are still in need of assistance with <Insert Client's Primary Goal>.

Let me know if you have any questions or if there is anything else you'd like to discuss before we move forward.

My contact information is below. Give me a call or send me an email whenever you get a chance.

You can also schedule an appointment to speak with me here:

(Insert calendar link)

Thanks so much and I look forward to hearing from you.