

SAMPLE EMAIL

Hi Ali,

You and your daughter's halloween costumes were FANTASTIC. I loved the picture you posted on Facebook. I'm reaching out because I'm a travel agent that arranges travel for busy entrepreneurs like you, and you're on my bucket list of dream clients. I would love the opportunity to arrange travel for you, your team, and your family.

As your personal concierge travel agent, here's what I'll do for you:

==> Save you money (*I have access to deals and upgrades not available to the public*)

==> Save you and your assistant a substantial amount of time researching options, negotiating, organizing, booking, tracking details and troubleshooting when things go awry (*I'm on-call 24/7 during your trips to handle any and all troubleshooting*)

==> Keep meticulous track of all of your travel preferences and masterfully craft your trips (both business and pleasure) to be comfortable, convenient and to set you up for success

==> I'll arrange things like having Whole Foods deliver your favorite snacks and bottled water to your hotel room right after you arrive, ensure your room is not near an elevator or loud area of the hotel, ensure you have ideal transportation, arrange hair and makeup in your hotel room when needed, and all kinds of other details

==> Book you on the best flights possible taking into account your ideal flight times and ideal layover airports (for example, choosing airports that have an AMEX Centurion Lounge when possible so you can get a good meal and a massage on your layover), and selecting your seat based on your preference

==> I'll create a "Local Guide" for you that includes restaurants nearby with meal recommendations at each based on your specific food preferences, a nearby blow dry bar and nail salon recommendation, and so on

If this sounds like a dream to you, let's chat! Please use my online scheduler to **find a time that's convenient for you** to jump on a quick online Zoom Chat. Feel free to have your assistant or any team members join us on the call — I'm happy to work directly with your assistant or another team member as well.

==> <http://YourSchedulingLink.com>

Or feel free to respond to this email with any questions you have.

Thank you!

In Gratitude,
Jane Doe