



How to use these templates:

Use these email templates to save your valuable time when working as a virtual assistant! Any time you see blue highlighting, like this, please fill in your own details to make sure that your email tells people what you do. Wherever you see a blue highlighted section with underlining, please also add a link (for example, to your website). Each example email has a slightly different tone, so use the description to choose the most fitting email template for your needs!

Don't forget to add your social media links, website, and contact details at the bottom of each email so people know how they can get in touch with you.

Example 1

Dear [Client's Name],

I hope this email finds you well. My name is [Your Name], and I am a virtual assistant with [X years] of experience in administrative support, customer service, and project management.

I came across your business, and I was impressed with the work that you do. As a VA, I believe that I can help you achieve your goals by providing you with professional and reliable support. I specialise in helping busy professionals like you streamline their workload by taking care of administrative tasks, managing projects, and providing customer support.

I offer a range of services, including but not limited to:

Email management and organization
Calendar management
Travel planning and booking

Social media management

Data entry and research

Project management

Customer service

My goal as a VA is to take the burden of **administrative** tasks off your shoulders, so you can focus on growing your business. I understand the value of time and can assure you that I will provide you with efficient and quality work.

If you are interested in exploring how I can assist you, I would be happy to schedule a call at your convenience to discuss your needs in more detail. Please let me know if you have any questions or concerns. I am looking forward to hearing from you soon.

Thank you for your time and consideration.

Best regards,

[Your Name]

Example 2

Website/social media links

Dear **[Client's Name]**,

I hope this email finds you well. I stumbled upon your business and was blown away by what you're doing! As a fellow entrepreneur, I know how important it is to focus on the big picture while making sure the little things are taken care of too.

That's where I come in! I'm a virtual assistant with a knack for organisation and getting things done. With my experience in **administrative** tasks such as **scheduling, email management, and data entry**, as well as **social media management and customer service**, I can help you take your business to the next level.

I understand that running a business can be overwhelming, and your to-do list is likely never-ending. By delegating some of your tasks to me, you can free up your time and energy to focus on the things that matter most. Whether you need help with daily tasks or a special project, I can support you.

I'd love to chat more about how I can help you and your business thrive. Let's schedule a call to discuss your needs and how we can work together to make your life easier.

Looking forward to hearing from you!

Best regards,

[Your Name]

[Website/social media links](#)

Example 3

Hi [Client's Name]!

I hope you're having a great day so far. My name is [Your Name], and I'm a virtual assistant who specialises in providing support to busy business owners like you.

I stumbled upon your [company's] website and was impressed by your innovative products and services. As I work with various clients, I understand the importance of having a reliable and efficient assistant who can help you stay on top of things.

With my skills in [administrative tasks, social media management, customer service], and more, I can take some of the burden off your shoulders so you can focus on what you do best. Whether you need help with [email management, scheduling, data entry], or any other tasks, I am here to assist you.

I'm sure you have a lot going on, but if you have a few minutes to chat, I would love to hear more about your business and how I can support you. Just let me know if you're interested, and we can set up a call at your convenience.

Looking forward to hearing from you soon!

Best regards,

[Your Name]

[Website/social media links](#)

Example 4

Dear [Client's Name],

I hope this email finds you well. I am writing to introduce myself as a virtual assistant who can provide professional support to your business.

With [X years of experience] years of experience in the virtual assistant industry, I have assisted numerous businesses and entrepreneurs with administrative tasks such as email management, scheduling, data entry, and bookkeeping. I am proficient in various software and tools that can help streamline your business operations and increase your productivity.

As a virtual assistant, I understand that confidentiality and trust are essential to building a successful partnership. I am committed to providing reliable, efficient, and professional services to my clients, ensuring that their deadlines and expectations are met.

I would love the opportunity to discuss how I can assist you with your business needs. Please let me know if you are interested in scheduling a call to discuss your requirements and how I can tailor my services to meet your specific needs.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,
[Your Name]

[Website/social media links](#)

Tips for sending emails to potential clients:



- ★ Tailor the services you mention in your email to whatever it is you think the person might have a need for
- ★ Always address a named individual
- ★ Mention any mutual connections you have
- ★ Be as concise as possible
- ★ Link to your website/social media to make it as easy as possible for people to view your page