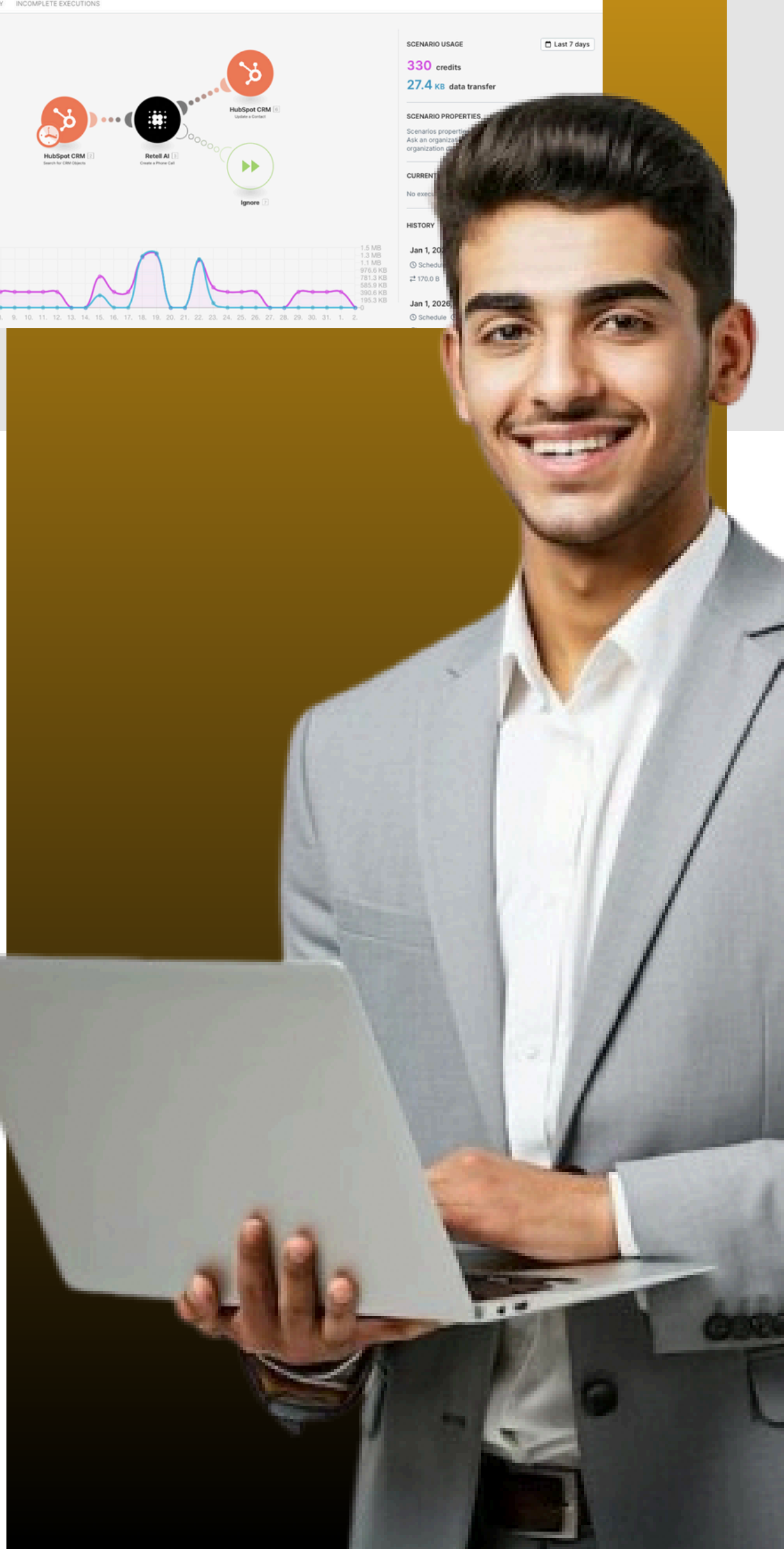




**JOB AID**

# CLIENT INTRODUCTION EMAIL TEMPLATE

Helps you introduce yourself to a new client clearly and professionally while setting communication expectations.



## Template Content

- Client Name:
- Your role and scope:
- Availability and working hours:
- How tasks and requests should be sent:
- Expected response timing:
- Next step or confirmation request:

### Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

