

FORM 02: Welcome Email Template

From Riz & Oriah

This is a sample welcome email you can send to clients after they book a session or purchase a program. You'll want this to feel personal, clear, and energetically aligned with your tone and mission.

Use this email to:

- Affirm their decision to work with you
- Set expectations
- Deliver any next steps or prep
- Reinforce boundaries with grace

SUBJECT LINE:

Welcome to Your Session – Here's What to Expect

BODY:

Dear [Client First Name],

Thank you for booking your session. We're honored to step into this space with you.

This work isn't about quick fixes or predictions. It's about remembrance, clarity, and deep energetic alignment. Whether this is your first session or you've been on the path for years, your willingness to show up is what creates transformation.

Here's what you need to know before we meet:

Your Session Details:

- Date: [Insert date]

- Time: [Insert time + time zone]
- Location: [Zoom link or in-person location]

Please bring:

- A quiet space where you won't be interrupted
- A notebook or journal
- Any specific questions or themes you'd like to explore
- An open heart

We ask that you arrive on time and treat this experience with the same level of respect and presence we do. We'll begin right at the scheduled time, and late arrivals may result in a shortened session.

You'll receive any follow-up notes or recordings (if applicable) within 24–48 hours.

Thank you for saying yes to yourself. We're looking forward to working with you.

In truth and trust,

[Your Name or Your Business Name]

[Your Contact Info or Website]

INSTRUCTOR'S NOTE FOR STUDENTS:

This email template is just that—a template. You'll want to personalize it with your tone, your session type, and your process. Always aim for clear, grounded, and warm. This is your first energetic handshake with your client—make it intentional.

Pro tip: Set this up as an automated email in your booking system (like Calendly, Acuity, or Wix Bookings) so it sends automatically after someone books.
