

# FORM 13: Client Welcome Email Template + Script

**From Riz & Oriah:**

The moment someone books with you, their transformation begins.

This welcome email isn't just logistics—it's your energetic handshake. It's your way of saying: *I see you. I'm ready. Let's begin.*

Use this script to create a branded email template for any service you offer. Add your flavor, and keep it sacred and clear.

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## ◆ CLIENT WELCOME EMAIL TEMPLATE ◆

### **Subject Line Options:**

- Welcome to Your Session / Journey with [Your Name]
- Your Sacred Work Begins Now
- Thank You for Booking—Here's What's Next

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### **Body:**

Dear [Client Name],

Thank you for booking your session with me. I'm honored to walk beside you on this part of your spiritual path.

Whether this is your first session or your fifth, know this: I trust your timing. You're here for a reason—and so am I.

Here are a few things to help you prepare:

### **SESSION DETAILS:**

- Date/Time: [Insert]
- Platform: [Zoom/Phone/Other]
- Link: [Insert]

### **How to Prepare:**

- Please be in a quiet space where you can be fully present.
- Have water, a journal, or any sacred objects nearby if you'd like.
- Arrive 3–5 minutes early if possible.
- Take a few deep breaths before we begin—this helps us both align.

**Policies & Boundaries:**

- Sessions must be canceled or rescheduled at least 24 hours in advance.
- I don't offer emergency readings.
- This space is confidential and held with love and respect.

**After Your Session:**

- You may want to rest, integrate, or reflect quietly.
- Drink water and ground yourself.
- I recommend journaling any insights you receive.

If you have any questions beforehand, just reply to this email. I'll see you soon, and I'm so grateful for your trust.

With gratitude and presence,  
[Your Name]

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**INSTRUCTOR NOTE TO STUDENTS:**

Save this as a reusable template in your email service or booking system. When your client feels safe and seen from the beginning, the whole journey opens up.

You are the guide *and* the container.