



## Rescheduling Template

**Template for when someone is a no-show to an IAC**

1. Call and leave voice mail first.
2. Send an email as below.

Hi <NAME>,

I wanted to reach out to you about our Intuition Activation Call today at <TIME> as I wasn't able to reach you. Is everything ok? I know I heard from you on <DAY>, so I hope nothing happened to keep you from our call together.

Please reach out to let me know how you are. I'd love to reschedule a time with you so we can connect and help you move forward with your soul-centered work.

<YOUR NAME>

**IF THEY'RE A NO-SHOW ON SECOND CALL**, immediately send an email:

SUBJECT: everything OK?

Hi <NAME>,

Is everything OK? I had us down for a call at <TIME> today – I want to check and make sure you're alright.

Please let me know.

Hoping you're well,

<YOUR NAME>