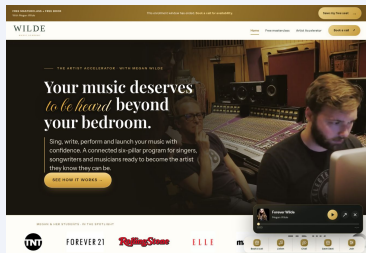


Write a welcome email sequence

Introduce the business without overwhelming a new contact.



FROM THE SETLY PROJECT LIBRARY

A real project screenshot for visual inspiration. Follow the written steps for your own business.

YOUR ACTION PLAN

- 1 Explain why the person is receiving the message and what they requested.
- 2 Deliver the promised information before promoting another offer.
- 3 Give each message one useful action.
- 4 Review audience preferences and stop the sequence when the conversation changes.

EXAMPLE - ILLUSTRATIVE

Someone requesting a pricing guide receives the guide first, not five unrelated sales messages.

CHECK YOUR RESULT

Does the first email deliver exactly what the person expected?

Write a welcome email sequence

Use the prompts below to make this resource specific to your business. Save a local copy after completing it. Keep passwords and private customer data out of this worksheet.

Subject: Your [requested resource or next step]

Message: Thanks for requesting [item]. Here is [link].

Next action: [single action].

Reply route: [monitored inbox].

DONE WHEN

Does the first email deliver exactly what the person expected?

FURTHER READING

[HighLevel Support](#)

Independent Setly planning resource. Platform settings and requirements can change; use the linked official help for current configuration details.