

Send in Advance



Pre-Meeting Email

- Include in your email for the customer:
 - Documents (if applicable)
 - Presentation in a PDF – Recommended in case of technology issues. If you prefer not to send presentation in advance. Have a draft email prepared to send in case of technology issues.
- Video or Link to the Video. This is optimal in case of technology issues.

- [Click Here](#) to access Sample Email to the customer with agenda

Subject: MetLife Materials for XXX Presentation

Hi Customer XYZ-

As promised, attached are the materials we plan to review with you and XXX during our presentation tomorrow.

We will be using XXX technology, so please let me know you have experienced any issues with XXX technology, and we can manage accordingly. Also, I plan to use Webcam and I invite you on the call to turn on your camera so we can make it feel like we are really together in a meeting room.

Materials:

1. Meeting Agenda
2. Presentation with embedded video and agent contact details (business card)
3. Call invitation link (if applicable)

Please do not hesitate to contact me with any questions upon review.

I look forward to our discussion.