

Thank You Notes:

Notes should be hand written and mailed immediately after the appointment.

If a sale was made:

*Dear Matt and Sue,*

*I wanted to take a quick moment to say what a pleasure it was to meet with you this evening. The trust you have given me and our company by allowing us to help address your water concerns does not escape me. I truly appreciate the opportunity to serve you and I look forward to doing so long into the future. If you have any questions, please call.*

*Kelly*

If it is a pending:

*Dear Matt and Sue,*

*I wanted to take a moment to say thank you for the opportunity to speak to you about how our organization can help you address your water concerns. It was a pleasure meeting you both and I look forward to serving you long into the future regardless of your investment decision. Please call if you have any questions.*

*Kelly*