# Annual Service Touch Email

It is recommended your high value clients receive an **Annual Service Call** and all other clients receive an **Annual Service Touch Email** to make things efficient and streamlined.

Create an Outlook Email Template using the following outline.

Dear [Existing Client],

I am reaching out to you today to ensure everything is on track as it relates to your **Account Administration.**

I am following up specifically on:

* Your Account Statements
* Your Accounts Online
* Paperwork and General Administration

If you have questions about or need assistance with any of these items, please feel free to contact me at your convenience and I will be more than happy to assist.

Have a great day!

Sincerely,

[Name]

[Organization]