Hi,

Hope everything is well with you. As you know that I am no longer at (Your work place). I have ventured in Insurance and Investments and created my own company. The main carrier that I have, requires certain requirements that I need to fulfill. I need 35 appointments fulfilled in order to obtain my next promotion. All we have to do with friends and family is sit down and explain the services we have at no obligation to buy. At the end you will sign a paper stating that I have explain all the services and benefits. And if you feel that you don't need the services and wouldn't like to make the appointment, please send me your email and I will send a letter you can email me back to let me off the hook.

If you can help me please let me know when will be the best time to meet.

Thank you

(Your Name)