

Templates: Reminder Emails & Texts

Send a reminder to your clinic participants in advance of your regularly scheduled clinic meeting, either by email, text or through a mailed postcard – whichever form of communication works best for them! Simply cut & paste the templates below and customize the highlighted areas with information relating to your clinic and clinic participants.

Reminder Email Template:

Good [morning/afternoon]!

This is just a reminder that we have our scheduled Freedom From Smoking group session this [Day of the Week] from XX:XX a.m./p.m. at [Name of Location]. If you cannot make it, please let me know so we can go over your week's progress together and your quit plan.

This week we will focus on [Topic], and we'll discuss [examples: how our first quit week is going, how we gear up for quit day, etc.].

[Day of the Week, Month XX]
[XX:XX am/pm]
at [Name of Location (Address)]

This group and program is here for you every week to share your successes, any questions or frustrations you might have, and lean on the support of the group while we learn how to quit together. Remember, if you ever need any support throughout the week, you can log onto inspire.com/groups/freedom-from-smoking/ or call 1-800-LUNGUSA to talk to a tobacco cessation counselor should you need support in real time.

Thank you for all for your determination and strength as we quit together, and I look forward to seeing you on [Day of the Week]!

[Firstname Lastname]
[XXX] XXX-XXXX
[\[Email.Address@domain.xxx\]](mailto:[Email.Address@domain.xxx])

Reminder Text Message Templates:

- Reminder: We have our Freedom From Smoking session [today/tomorrow/this Day of the Week] at XX a.m./p.m.! This week, we'll be discussing [Topic]. See you soon!
- Looking forward to seeing you at our Freedom From Smoking session [today/tomorrow/this Day of the Week] at XX a.m./p.m.! Let me know if you have any questions, and I'll see you soon.

