

ECPEMC-02 Appropriate Person Decision Pending Management Email Campaign for BMA's Checklist  
Rev.0

This **eCom Process Appropriate Person Decision Pending Management Email Campaign for BMA's Checklist** is designed as a simple to-do list to effectively follow up again on people who we have reached out to previously. This guide will show you how to write a follow up email in order to get response from the decision makers of a particular Agency .

- Important Links
- Check the CRM
- Send Email

### 1. IMPORTANT LINKS

**Overview.** Please go to CRM

- [Agiled CRM](#)

### 2. CHECK THE CRM

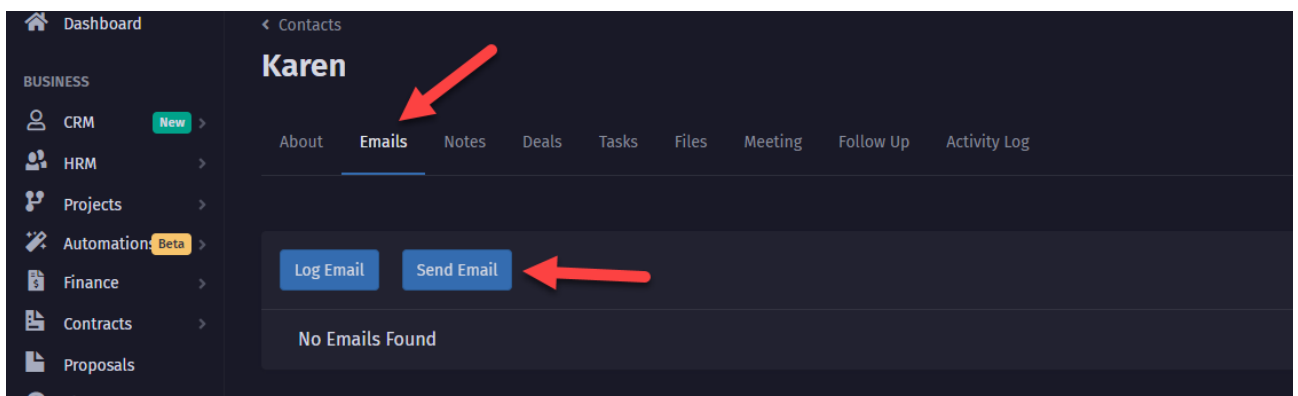
**Overview.** Check the CRM to make sure we are reaching out to same person.

- Goto [Agiled CRM](#) and sign-in
- Open CRM > Contacts page and apply the filter “Decision pending Management”
- List of prospects might show up, if it happens please follow the next step

### 3. SEND EMAIL

**Overview.** You will need to double check all the required information to proceeding further. To do so you must follow the steps listed below.

- View “Contact” information in Agiled by clicking on the contacts name.
- Choose the “Emails” tab and click “Send Email”



- Compose a new email, put the email of the main person that you originally connected with.
- Copy & paste the following text

**Hi [First Name],**

**I hope this email finds you well. Its been a while since we last spoke,  
You mentioned last time that you would need to consult you're your  
[Boss/Management] before making a decision. I am really eager to hear  
what they thought of my proposal.**

**Is there a spot on your calendar I could claim to discuss how we can  
take this deal forward?**

**[Signature]**

- Use your best judgment for {Boss/Management}