



Be Virtual Assistant Wise

Helping Business Owners to Save Money and
Entrepreneurs to Make Money

Dear Mary,

I am really excited to update you on my new career direction as a Business Coach and Mentor!

As you know, five years ago, I left my corporate career to start a Virtual Assistant business. I am happy to say that it has grown very quickly into a solid and thriving business. Clients rave about the results. In the meantime, I have discovered an uncanny talent for coaching and mentoring other self-employed people to build their successful businesses, from scratch and in record-time.

Today, I am writing you to announce that I officially opened my business coaching practice and have been coaching a variety of clients, mostly in service businesses (like virtual assistants, travel coordinators etc).

My specialty is helping self-employed professionals just starting out or looking for growth in their business's client base. Essentially, any professional looking for more clients.

Mary, here's why I'm writing. My client base is growing steadily, mostly through referrals. Would you please be on the lookout for friends or colleagues that currently need to attract more clients? I work with people all over the country, via Skype, so there is no travel time and geography is not a concern (That friend you may have in Cape Town is as much a prospect as someone down the street from you.)

If you do see a match, will you let them know about me and vice versa? I'd love to chat with them to see if I could help. Alternatively, they can email me directly with questions at francis@be-virtual-assistant-wise.com or visit my website at www.be-virtual-assistant-wise.com. If I am not the right coach however, I have many colleagues who may be better suited and will be happy to refer them.

Thanks for your help! If there's anything I can do on my end to help you, in any capacity, please let me know. I'll be happy to help.

Warmly,

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