**Step 1:** Send a confirmation email from PWA within 24 hours of receipt of scheduling of appointment to show that we know about the phone appointment. (TEMPLATE 3: Confirmation Email)

-Calendly sends off only an email calendar reminder for the meeting. We send out this template manually.

Good Evening/Afternoon,

We’d like to confirm your scheduled Calendly appointment. We have received the calendar invite and look forward to meeting with you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Best Regards,