

Cash Flow Forecasting Email Template

Dear _____,

How have you been? I wanted to check in because I know your business is navigating extraordinary circumstances right now [alternatively: has been going through a time of growth]. It's really important to me that you know that I'm here for you. Seriously, please reach out to me if you have any questions about the financial side of your business. This can be a sensitive subject, but trust me, these are remarkable times for everyone.

Many of my clients have been asking great questions recently, especially around cash flow. I've been providing them with these super visual reports that show and predict AP and AR over time, here's an example of what one looks like:



I think they're way more user-friendly than those spreadsheets we're used to seeing. Anyway, I wanted to be sure you know I'm here whenever questions come up. Count on me as part of your team--we can figure anything out together. I've got your back, _____!

Best wishes, _____