**[Client Name] Date:** As of 8/19/20 7:48:00 AM

**Communication Strategy—System Emails**

1. **Sent-From** name:[default = no-reply@emtrain.com]
2. **Sent-From** email address: [default = no-reply@emtrain.com]
3. **Reply-To** email address: [default = no-reply@emtrain.com]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **Subject** | **Content** | **Scheduling Option** | **Notes for Implementation Specialist** |
| **Welcome** |  |  | Launch Day 0 |  |
| **Reminder 1** |  |  | # Days *after* Start OR *before* Due |  |
| **Reminder 2** |  |  | # Days *after* Start OR *before* Due |  |
| **Reminder 3** |  |  | # Days *after* Start OR *before* Due |  |
| **Completion** |  |  | Upon completion |  |
| **Past Due 1** |  |  | # Days after Due |  |
| **Past Due 2** |  |  | # Days after Due |  |
| **Past Due 3** |  |  | # Days after Due |  |

***Please note****, if you require additional reminder or past due notices, you may insert additional lines.*