GUEST EMAIL TEMPLATE

Email 1 (Initial Outreach)

Subject:

RE: Interview on YOUR PODCAST NAME

Body:

Hello GUEST NAME,

My name is YOUR NAME.

I am writing to invite you to be a guest on YOUR PODCAST NAME! Your stories and insights would be highly valuable to our growing audience and we're sure it would be an incredible conversation if you'd be willing.

If this is something that interests you, you can just reply to this email and I can share our show calendar with you to select a day and time that best suits your schedule.

Looking forward to connecting with you soon!

Best,

YOUR NAME
PODCAST NAME
WEBSITE
PHONE NUMBER

Email 2 (Positive Response)

Subject:

RE: Interview on YOUR PODCAST NAME

Body:

Hey NAME,

Thanks for getting back to me!

Here is a link to our show calendar: https://calendly.com/YOURLINK

Simply select a day and time that best suits your schedule and we'll get it locked in.

Once you've selected your interview date I will follow up with a link to join our virtual studio when the time comes.

If you have any questions or concerns in the meantime feel free to reach out!

All the best,

YOUR NAME

Email 3 (Follow Up)

Subject:

RE: Interview on YOUR PODCAST NAME

Body:

Hello NAME,

It's YOUR NAME once again…

I am writing to follow up on the invitation for you to appear as a guest on YOUR PODCAST NAME!

I haven't heard back from you regarding my last email so I thought I'd bump this back up in your inbox to see if you might be interested in joining me for a conversation on the show.

If this is something that would be of interest, you can just reply to this email and I can share our show calendar with you to select a day and time that best suits your schedule.

Looking forward to connecting with you soon!

Best,

YOUR NAME
PODCAST NAME
WEBSITE
PHONE NUMBER