

DSC Email Templates

with *Complete Satisfaction Verbiage*

Please personalize by modifying the templates below based on the Assignee's info, details of the program, and the tasks you have been hired to do.

DSC Intro Email: First Contact with Assignee

Dear (Assignee),

I will be assisting you as your IOR Global Services Destination Consultant in your upcoming move to (city, state or area). My job is to help you with (task), (task), (task), clarify any documentation you need, and help you settle into the area as easily and successfully as possible!

My understanding from (DPM's name or Authorizer's name if DPM is not allowed direct contact to Assignee) is that your rental housing budget is US\$ (\$), that you would like to live in the (specific city or area) area and that you (your spouse and children) are planning to arrive on (date). (If rental property search is not included, modify this paragraph to include other details about the assignee's situation).

I would like to arrange for a video call to discuss your services and priorities. Please confirm if you are available on (date) at (time) and I will be happy to schedule our call.

My goal is your complete satisfaction and I look forward to hearing from you and providing you with the highest quality support!

Kind Regards,

Your Name

Destination Services Consultant | IOR Global Services

D: +1.XXX.XXX.XXXX | M: +1.XXX.XXX.XXXX

E: email@xxxxx



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DSC Email after first Face to Face Meeting

with *Complete Satisfaction* Verbiage

Dear (Assignee),

It was a pleasure meeting you and your (spouse/children). I am glad we were able to (open a bank account, view properties, and/or visit the schools of your choice).

I know that we have remaining tasks to accomplish together, but I wanted to ensure that I am on target and that your initial priorities were accomplished to your satisfaction.

Please let me know if you have any questions or concerns. My goal is your complete satisfaction, so please let me know if there are any changes I can make that would more effectively meet your needs. Thank you.

Kind Regards,

Your Name

Destination Services Consultant | IOR Global Services

D: +1.XXX.XXX.XXXX | M: +1.XXX.XXX.XXXX

E: email@xxxxx



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DSC Closing Email: Thank you **with *Complete Satisfaction Verbiage***

Dear (Assignee) (and Spouse),

We have now accomplished your authorized destination services in xxxx. As my services are now complete, it is IOR's hope that you feel completely satisfied.

You may receive a service evaluation that references the many service providers who assisted you with your relocation. Please remember that I provided you with Destination Services specifically. I hope you will be able to give me the highest rating for my specific services delivered.

Please let me know if there are any remaining tasks that you require. Although I won't be contacting you regularly as your Destination Consultant, I'm only an email or phone call away if you have any concerns or questions as you continue adjusting to your new surroundings.

It was a pleasure working with you, (Assignee's name). I wish you the best on your new assignment!

Kind Regards,

Your Name

Destination Services Consultant | IOR Global Services

D: +1.XXX.XXX.XXXX | M: +1.XXX.XXX.XXXX

E: email@xxxxx



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