



Sample Voicemails

We have included three sample prospecting voicemails examples to inspire you!

Hi (name of prospect).

If you are looking for an easy way to engage your meeting attendees, I might have some help.

I'm X (your name) with X hotel (your hotel) and we specialize in helping our clients stand out. We try to anticipate what they need even before they think of it, so to that end, I will be following up with an email to you that will include 18 of the best icebreaker questions for any meeting you have coming up.

And when you are ready to plan your next meeting in person, imagine how much my hotel will be able to do to help you deliver an event that is both safe AND amazing for your guests.

My name again is X and my hotel is X. My number is XXX-XXX-XXXX (say it SLOWLY!), let me repeat - XXX-XXX-XXX and I look forward to talking with you about what we can offer. Thank you.

When you are leaving a voicemail, the only way you are going to get a call back is if they have a need to plan a meeting right now - and that happens so you always want to leave your info. However, I use voicemails as a way to let them know I am emailing them something OF VALUE so that is the body here. Then I follow up with the email example we gave with the link to fun ice breakers. You are NOT positioning yourself as a hunter, but as a helpful resource.

Hi (name);

If you are looking for a hotel for a meeting that is continually ranked at the top of meeting planners' favorites list, here we are.

I'm X (your name) with X hotel (your hotel) and we specialize in helping our clients plan exceptional meetings. Our goal is to give you the peace of mind that our other customers experience.

I will be sending you over an email to let you know about all of the safety precautions we have in place that our clients love. If you have a need anytime soon for a meeting, I hope you can take just a few minutes and talk with me. I will include my contact info in the email but I am X and my phone number is XXX-XXX-XXXX - that was XXX - XXX-XXXX.

I look forward to talking with you soon

This is a social proof voicemail. Similar to our previous one, it is just used as a pre-cursor to an email that you will follow up with (we recommend our social proof email). In the email, you can provide a link to calendly.com with a few 10 minute options up front. It is a more active ask so you need to make sure in the email you have provided some great client testimonials!

Hi (name);

I've reached out a couple of times and it seems like you are either too busy or you may just not have a need for my hotel at this time. This is X with Hotel X. I completely understand it might not be the right time and I don't want to fill up your voicemail box unnecessarily.

Can I ask you to let me know when you think it might be the right time to talk about meetings again? I will follow this up with an email as that might be easier for you than a phone call.

If you have just been too busy to respond but would like to talk now, you can always reach me by calling XXX and I will be happy to work with you.

Thank you and have a fantastic rest of your day.

This is generally the last voicemail I will leave and then follow it up with our last email recommendation. And then, I take them off of my list for at least several months.