# Email copy

Email #1

Intended recipients: current clients

Subject line:

Hello [first name],

I realize that now is a time of great uncertainty and anxiety in light of the current COVID-19 pandemic. I wanted to reach out to you and let you know that [OFFICE NAME] is here for you and your family. We are doing our best to continue making ourselves available to all of our clients, while also looking after the health and wellbeing of our staff and abiding by the federal social distancing guidelines. As such, you can reach us by phone [xxx-xxx-xxxx], email [[name@emailprovider.com](mailto:name@emailprovider.com)], or [additional contact medium].

How can you prepare for coronavirus?

I wanted to touch base, in particular, about making sure your medical directives are in place and reflect your current health care wishes. This document allows you to designate who can make medical decisions for you, should you fall ill or become incapacitied due to the virus. With an agent in place, your wishes are more likely to be honored and you will ease your family’s stress at having to guess what you might have wanted. If you’d like to learn more about how to choose a medical agent, below is a hyperlink to our latest blog post.

[insert blog hyperlink]

If you already have a medical power of attorney

Once you get the medical directives (or a complete estate plan) in place for potential incapacity, you cannot simply stick it in a drawer and forget. Instead, you need to have your incapacity plan reviewed every few years and after any major life event (such as a divorce or death) to ensure that the plan will work the way you intend it to work if it is ever needed.

We’re here to help

[STATE NAME] law may have restrictions on who can be your medical agent. We can make sure that your choice abides by state law, as well as help you choose an appropriate alternative agent or co-agent (should your circumstances need one).

Please contact my office now to schedule a convenient time for us to discuss your questions about incapacity planning and to arrange for a plan review. Only an up-to-date estate plan works and we’re here to help you get yours in order.