Project Sponsor to EA before launch

Subject Line:

Working together better with Webex Meetings

Hi <Insert name>

In the coming weeks we are rolling out Webex Meetings, to improve the way we connect and collaborate together. As an executive assistant, you play a vital role and we wanted you to be one of the first people to know about our new video conferencing solution.

Webex Meetings allows us to collaborate across borders, stay in touch on the go, and increase productivity. It has crystal clear audio, HD Video, and an app that doesn’t skimp on features. There are some surprising and exciting ways we can use it to improve the way we work. I’ve attached a couple of examples to ignite your imagination.

In the next few weeks we’ll be sharing more detail on how to get started with Webex Meetings. Thank you for all you do.

<Insert Project Sponsor name>