Hi [Prospect name],Thanks for requesting a demo – we appreciate you giving us a chance! I’m [your name] and I’d be happy to show you around our [platform/solution/product line].

Here’s a {link} you can use to book a demo meeting. A [Zoom/Google Hangouts] link will be generated automatically. Demos usually last [45 minutes to an hour] but let us know if you have other requirements.

[Here’s a general agenda for our demo meeting:]

[Introductions

Your company

Our product’s purpose

Demo/Product tour

Questions

Next steps]

Also, feel free to forward the invite to any colleagues who may want to join – the more, the merrier! And, if you have any questions, you can reply to this email or call me on +1233456789.

Thanks,

[Your name]

PS: If you don’t already have Zoom installed, you may need to download it. It’s free, secure, and will only take a few minutes to set up – here’s a {link to learn more}.]