



25 Voicemail Script Templates



How to Use This Template

Below are 25 prompts for you to leave a helpful, quick, and actionable sales voicemail or voicemail greeting. While the words in each section should serve your purpose, we encourage you to alter the copy to better reflect your delivery and your business.

In each template, there are certain words in [Brackets] — these placeholders should be filled in with your and your organization’s information to leave the best message.

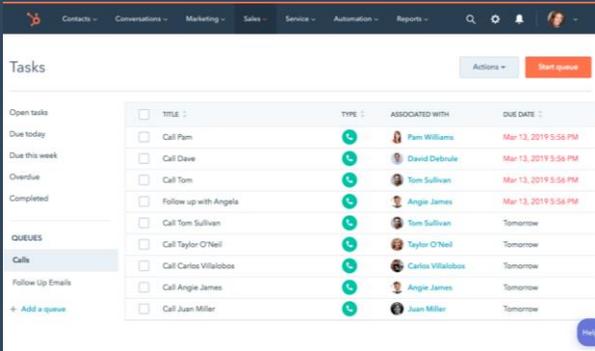
Don’t forget to keep this document open during your sales calls in case you need to leave a voicemail.

You can edit your own version in one of two ways:

1. Edit this version to fit your needs
2. Go to “File” > “Download As” > “Microsoft Word” to Download

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Basic Voicemail Template

Use this template in a pinch. It's universal and to the point, but we'd suggest using other voicemail templates that are more tailored to the source of your prospect if that information is available to you.

Hello, this is [Your name] from [Company name].

I'm calling because [Reason for calling]. I'd love to talk to you about [Insert benefit you can offer if they call back].

My number is [Your number]. I'll also follow up with an email tomorrow, and I look forward to hearing what you think.

Have a great day. Goodbye!

Referral Voicemail Template

If your company has an employee or customer referral program, mention the name of the person who referred this prospect to make a personal connection in the voicemail.

Hey there [Prospect's name]. My name's [Your name] and I'm calling from [Company name].

[Referrer's name] reached out to me and suggested we touch base about working together. [He/she/they] thinks you'd be interested in learning a bit more about [Your company's product/service]. If you've got a minute this week, give me a call at [Your number] and we can talk more about [Solution you offer] for [Prospect's company name].

I also sent you an email with a little more information about our [Product/service]. Looking forward to hearing from you, [Prospect's name]!
Thanks, bye.

Example

...

Hey there Greg. My name's Blaine and I'm calling from Bonanza Jewelers.

DK reached out to me and suggested we touch base about working together. He thinks you'd be interested in learning a bit more about the new additions to our line of gold for jewelers. If you've got a minute this week, give me a call at 1-266-555-2692 and we can talk more about getting you up-to-speed.

I also sent you an email with a little more information about our reseller program. Looking forward to hearing from you, Greg! Thanks, bye.

Returning a Call Voicemail Templates

Sometimes a prospect will reach out to you for more info, and they may or may not leave a voicemail with more details. If the call is from a prospect who either didn't leave a voicemail or left a vague one, use the first template. If the prospect was a bit more specific, use the second one.

Without a Voicemail / With a Vague Voicemail

Good [Morning/afternoon/evening] [Prospect's name]. This is [Your name] from [Company name], returning your earlier call.

If you still wanted to touch base, I'll be available [Hours] at [Your number]. Feel free to give me a call then or email me at [Your email] so we can set something up. Again, that's [Your email].

Looking forward to catching up. Thanks and have a good day!

With a Detailed Voicemail

Good [Morning/afternoon/evening] [Prospect's name]. This is [Your name] from [Company name], returning your earlier call.

I had a chance to look into what you mentioned on your voicemail, and I'd love to catch up if you have a few minutes.

I'll be available [Hours] at [Phone number]. Feel free to give me a call then, or email me at [Your email] so we can set something up. Again, that's [Your email].

Looking forward to talking. Thanks and have a good day!

Events and Trade Shows Voicemail Templates

If you or a colleague connected with a prospect at a trade show, industry event, or conference, follow up with one of these voicemails. If the one calling is the one who interacted with the prospect, reference specific talking points of the conversation in the voicemail to refresh the prospect's mind.

Prospects Who Met You

Hi [Prospect's name]. This is [Your name] from [Company name]. We spoke at [Event/show name] about helping [Prospect's company] with [Solution your company provides].

I thought a bit more about what you said at the event, and I'd love to go over a few of my thoughts with you. Give me a call back at [Your number] when you get a chance. I'm also sending you an email with my contact information.

Have a good day. Bye.

Prospects Who Met a Colleague

Hello [Prospect's name],

This is [Your name]. You spoke with my colleague [Colleague's name] from [Company name] at [event] the other day, and [He/she/they] mentioned you wanted to talk about [Product/service you offer].

Feel free to give me a call back at [Your company's product/service]. I'm also sending over an email with my contact info if you'd prefer to set something up that way. Have a good day!

Partner Acquisition

When a partner sends over a list of companies or an individual contact, reach out to them and leave this voicemail if they don't pick up.

Hi [Prospect's name].

My name's [Your name], and I'm reaching out from [Company name].

We're working with [Partner name], and they thought it would make sense for us to touch base about [Your company's product/service].

Feel free to give me a call at [Your number] so we can talk through it more. I'm also sending you an email with more information about our company and how our partnership with [Partner name] can help grow your profits.

Again, this is [Your name] from [Company name], and you can give me a call back at [Your number].

Thanks!

Inbound Voicemail Templates

When a prospect reaches out to you for more information on your company by requesting a demo, responding to an ad, or downloading content, it's a dream come true for salespeople. But if you're still having trouble connecting, follow this sequence of voicemails.

Prospects Who Directly Requested a Demo or More Info

1. Hi [Prospect's Name],

This is [Your name] calling from [Company name]. I saw that you requested more info about [Your Company's product/service] from our website, and I'd love to chat!

When you have a second, give me a call back at [Your number] so we can talk more. I'm also sending you an email with my contact information and some more info on our [Your company's product/service], so feel free to follow up with any questions.

Have a great day. I'm looking forward to talking! Thanks, bye.

(wait one day)

2. Hi [Prospect's Name],

This is [Your name] again calling from [Company name]. Just wanted to follow up and try to get a time scheduled to talk more about [Product/service]. I actually had the chance to look at your website. I think we could be a big help to your company with [How you can provide help].

If you're still interested, give me a call at [Your Number] so we can set something up. Have a good one. Bye.

(wait two days)

3. Hey there [Prospect's Name],

It's [Your name] from [Company name] again. I'd love to get a time scheduled for us to talk more about how [Your company's product/service] can help your business by [Actionable insight, i.e. "growing revenue up to 30% this year as our average customer has."].

If you're still interested, give me a call at [Your number], or keep an eye on your inbox for an email from [Your email] with some more info. If I don't hear back from you, I'll reach back out in a couple of [Weeks/months] to see if that's a better time.

Looking forward to talking soon. Thanks. Bye.

Prospects Who Downloaded Content

Hi [Prospect's name],

This is [Your name] from [Company name]. I noticed you downloaded our [Ebook/template/kit/webinar/video series] on [Topic] from [Source (i.e. "Facebook" or "our blog")]. If you have a few minutes, I'd love to touch base and talk about the [Topic] in your business and the solutions that [Company name] can provide.

If you're interested, you can give me a call back at [Your number]. I've also sent some more information to the email address you provided when you downloaded the offer, so feel free to shoot me a message with any questions you have there.

Looking forward to touching base. Thanks. Bye.

Prospects Who Responded to a Google/Facebook Ad

Hi [Prospect's name]! It's [Your name] from [Company name]. I noticed you responded to our ad on [Source, i.e. "Facebook" or "Google"] and wanted to follow up with some more information about [Your company's product/service].

I did a quick look at [Prospect's company] and definitely think we could be a good fit to work with you guys, so give me a call back at [Your number] when you have a sec. I'm also going to send over an email with some more information about how we can help out.

Call me back if you have any other questions. Looking forward to catching up. Thanks and have a good day.

Example

...

Hi Susanna!

It's Duncan from Adventure Wiz. I noticed you responded to our ad on Google and wanted to follow up with some more information about our employee engagement services, retreats, and corporate outing planning.

I did a quick look at your organization and definitely think we could be a good fit to work with you guys, so give me a call back at 1-386-555-8463 when you have a sec. I'm also going to send over an email with some more information about how we can help out.

Call me back if you have any other questions. Looking forward to catching up. Thanks and have a good day.

Local Prospects

If you're reaching out to a business in your area, it helps to remind the prospect you're local.

Hi [Prospect's name],

This is [Your name], I'm calling from [Your company]. I've been working with some other businesses in [City/town] like [Company] and [Company] and was wondering if we could touch base about [Your company's product/service].

If you could give me a call back at [Your number], I'd love to learn more about your business and how we might be able to work together.

Have a good one. Bye.

Cold Outreach Voicemails

Cold calling is pretty much dead, but if your company still practices it, leave this voicemail when a prospect doesn't pick up.

Hi there, this is [Your Name] calling from [Company Name]. I was hoping to connect with the person who's in charge of [Area You Are Selling to, i.e. "marketing technology" or "ordering office supplies."] in your business.

If that person could please call me back at [Your Number], I'd love to talk and see how we can work together to improve [Benefit You Offer, i.e. "marketing automation" or "the quality of your office supplies"] at your company.

I look forward to hearing back from you. Thanks and have a great day!

Example

...

Hi there! This is Xander calling from Immunity Industries. I was hoping to connect with the person who's in charge of employee healthcare in your business.

If that person could please call me back at 1-787-555-8483, I'd love to talk and see how we can work together to improve the employee healthcare experience at your company.

I look forward to hearing back from you. Thanks and have a great day!

No-Show Prospect Voicemails

It can be rage-inducing when you set up a call or a meeting with a prospect who seems jazzed about working with your company and then the prospect doesn't show up. If that's the case, keep it cool. Leave the first voicemail if the prospect is running late, and if it's clear the prospect won't be coming, leave the second.

1. Hi [Prospect's name].

I'm calling for our [Scheduled time] [Meeting/call/demo/consultation] we had scheduled for today. I'll call back in a few minutes, or you can call me back whenever you get a chance. I'm free until [Time]. Thanks, bye.

2. Hey again [Prospect name], looks like I missed you.

I'll send you an email to set up a time to reschedule our call, or you can feel free to give me a call back at [Your number] whenever you have a minute and we can set something up over the phone. Talk to you soon. Thanks. Bye.

Voicemail Greeting Templates

Use these templates to leave a voicemail greeting. We've broken them down for salespeople, general business professionals, and personal use.

Salesperson Voicemail Greetings

1. Hello, you've reached [Your name] from [Company name]. I'm currently helping another person find the best [Product/service] and am unable to take your call, but I'll give you a call back as soon as I can.

Please leave your name, number, company name, and a quick description of how you think [Company name] can be of service. Thank you and have a nice day.

2. Hi there, and thank you for calling [Your name] of [Company name]. I'm away from my desk and unable to take your call. For a quick response, please email me at [Email] and I will get right back to you. If you'd prefer to leave a voicemail, please leave a message after the beep with your name, phone number, email address, and the best time to call you back.

I look forward to connecting with you soon. Thank you!

3. Hello, and thank you for contacting [Company name]. We're excited to help you get started with [Product/service name]. To help us serve you better, please leave a message with your name, phone number, email address, and what features you're most interested in. We'll call you back shortly and look forward to telling you more about [Company name]. Thanks and have a great day.

Professional Voicemail Greetings

1. Hi there. You've reached [Your name] of [Company name] at [Phone number]. I'm unable to answer your call at this time. Please leave your name, phone

number, and a brief message and I'll respond to you as soon as I can. Thanks, and have a great day.

2. Hello, and thank you for calling. Sorry I missed your call. I'm away from my desk at the moment and unable to get to the phone. Feel free to leave me a voicemail, send me an email at [Email address], or text me at [Phone number]. I'll get back to you by [Deadline to respond]. I look forward to connecting soon. Thank you!

3. Hello. You've reached [Your name]. I'm currently [Reason for absence] and will be unable to return your call from [Start of time off] until [End of time off]. Feel free to leave me a message and I'll call you back as soon as I can. If this is an urgent matter, please call [Colleague name] at [Phone number] and [He/she/they] will help in the meantime. Have a nice day.

Personal Voicemail Greetings

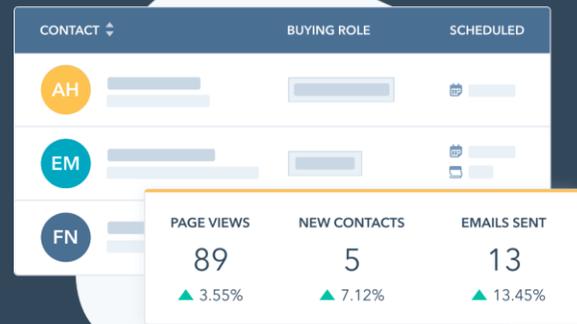
1. Hi there, and thank you for calling! You've reached [Your name] at [Phone number]. I'm sorry I missed your call, but leave me a message with your name and number and I'll call you back when I have a chance. Thanks and have a great day.

2. Hello! You've reached [Your name]. Sorry I missed your call. I hate playing phone tag, so for a faster response, you can shoot me a text message at [Phone number] and I'll get right back to you. Thanks and I'll talk to you soon!

3. Hi there! [Your name] here. I'm not able to take your call right now, but if you leave your name and number after the beep I'll get back to you as soon as I'm free. You can also call my [Second line type, i.e. "work phone" or "home phone"] at [Second line phone number]. Thank you!

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