# First Text From a New Number Planner

Use the spaces to plan one clear introduction. Next step: Check that your draft includes your name, connection, and reason for writing, confirm the recipient's number, and send your text.

1. The name this person will recognize, with a last name or identifier if needed:

2. Where we met or who connects us, using the detail they are most likely to remember:

3. Why I am texting, including a number change if relevant, in one sentence:

4. Private or unnecessary information I will leave out of this first message:

5. My complete first text: name, shared connection, and reason for writing: