



Client Consultation Assignment 3: Ten Home Potential Properties E-Mail Template




Directions: Use the template below to contact your client via e-mail and give them the Ten Potential Properties Comparative Analysis Spreadsheet.

To: carefully type your client's e-mail address

Cc: type: awalter@aobt.net and erush@aobt.net

Subject: Your Top 5 Home Choices Follow Up (AOBT Real Estate Project)

 **File Attachment:** Ten_Potential_Properties_Client_Name.pdf

Text of E-mail: *(Write something that sounds similar to the following message. You may personalize it, but be sure to keep it short and **professional!** PROOFREAD 3 TIMES BEFORE SENDING!!!)*

Dear Mr. or Ms. (type client's last name):

We have been doing a lot of research on homes on the market in San Diego that are in your price range and meet the requests you gave us at your first consultation.

Please take some time to look over the attached Ten Potential Properties Comparative Analysis Spreadsheet that we have prepared for you with ten homes we think you will be interested in seeing. We would like for you to narrow down this list to your top five home choices. We will contact you in a few weeks (after Winter Break) to follow up. Then, we will prepare take you on a home tour of your top five homes & their neighborhoods.

We look forward to hearing from you soon!

Sincerely,

(type your full names)

(type the name of your real estate agency)