



Client Consultation Assignment 5:

Confirm Virtual Home Tour Appointment E-Mail Template



Directions: Use the template below to contact your client via e-mail and confirm your Virtual Home Tour Appointment.

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

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

Subject: Virtual Home Tour Appointment (AOBT Real Estate Project)

 **File Attachment:** none

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 look forward to seeing you this (insert day and date) at (time) for your Virtual Home Tour of your top five property choices at Clairemont High. We will meet you in Room 201.

We look forward to getting your input on these homes! See you then.

Sincerely,

(type your full names)

(type the name of your real estate agency)