

WHAT TO SAY WHEN...

EMAILING AN APPOINTMENT CONFIRMATION

Hi [Insert Name],

It was great talking to you today! I am really looking forward to learning more about your business at our meeting.

Below are the details:

Date: Thursday, May 21 at 2:00 PM

Location: Bob's Coffee Shop, 1234 AskTy Street
Sacramento, CA 12345

See you soon!

[Name or signature block]



TAKING REAL ESTATE AGENTS TO THE NEXT LEVEL

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