

Appointment Confirmation Email

Subject: Scheduled Appointment with **CLIENT FULLNAME @ COMPANY NAME**

Dear **LEAD FIRSTNAME**,

Thank you for taking the time to talk with me. **CLIENT** will visit you on **Friday, August 2, 2013 @ 6PM** to preview your property **123 Street Name, City, NC 12345**. If you need to talk with him prior to the appointment, feel free to call him at **xxx-xxx-xxxx**. If **CLIENT** has any questions for you, he will call you at **(xxx) xxx-xxxx**.

If you have any questions, you may also reply all to this email.

Have a great day.

Caller Name

Assistant

COMPANY NAME