Property Showing Appointment Email

Hello (Potential Tenant),

I am very happy to hear that you are interested in renting (Property) and would like to arrange for a property viewing.

I will be showing the property (Option 1 – Date & time) and (Option 2 – Date & time).

If you could please email me back as soon as possible confirming which of these dates and times works for you, I can then schedule to be at the property to meet you.

Please also provide a contact phone number I can reach you at on the day of the showing. We will phone you the day of as a reminder and to confirm you are still able to attend.

Thank you and I look forward to hearing from you soon,

(Your Name) (Company Name) (Company Address) (Phone number) (Email Address)

The information contained in this document is general in nature and provided as reference material only. It is not intended to provide legal, tax or financial advice, nor does it replace (or purport to replace) any need to obtain individual legal, tax or financial advice. Any legal, tax or financial advice about your own position or personal situation in relation to anything covered in this document should always be obtained from a qualified legal, tax, or financial professional.

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