

# 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)