

[Your Name]
[Your Company Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Name],

I am writing to confirm our appointment to discuss the potential listing of your property located at [Property Address].

Appointment Details:

Date: [Date of Appointment]
Time: [Time of Appointment]
Location: [Meeting Location/Your Home]

During our meeting, I will provide a comprehensive market analysis, discuss current real estate trends, and walk through my marketing strategy to ensure your home sells for the best possible price. I will also take this time to tour the property and answer any questions you may have about the selling process.

In preparation for our meeting, please have the following items ready if available:

- A copy of your most recent property tax bill
- A list of recent upgrades or repairs made to the home
- A copy of your floor plan or previous appraisal (if applicable)
- Any questions you have regarding the local market

I have also attached a Pre-Listing Package to this email for you to review before we meet. It contains information about my background and the services I provide.

If you need to reschedule or have any immediate questions, please feel free to contact me directly at [Your Phone Number].

I look forward to meeting with you and helping you achieve your real estate goals.

Best regards,

[Your Signature]
[Your Printed Name]
[Your Title/License Number]