**EMAIL TEMPLATES**  
June 2022

Please note, red text indicates items you need to customize for your company. Red text should be turned to black before sending unless you wish to draw attention to those details.

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| Icon  Description automatically generated | **BEST PRACTICE:** Most email platforms allow you to schedule your emails in advance. You will save time by preparing your monthly meeting emails all at once. |

**SALES MEETING EMAILS**

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| **Send Date** | Send date(s) will depend on the frequency of your meetings. You may choose to send 2 weeks prior AND the day before for monthly meetings. For weekly meetings, you may wish only to send reminders the day before. |
| **Subject Line** | Sales Meeting Tomorrow or Date |
| **Email Body**  (change red text to black when completed) | We look forward to seeing you at the Sales Meeting!  **Date & Time:** Insert details  **Location:** location or link for virtual meeting  **Meeting highlights:**   * Practical Learning: Monthly Goal Setting/Absorption Rate/Be More Visible/3 Seconds to Make a Great First Impression (choose one) * Company updates * Insert additional highlights   Please reach out if you have any questions.  **Mark Your Calendar**   * Lunch & Learn Workshop Date & Time * Upcoming Sales Meetings * Sales Contest Dates * Other Important Dates |
| **Optional Attachments** | * [Agent Agenda](https://sparkandlogic.com/wp-content/uploads/2022/05/agent-agenda-June2022.docx) * [Learning Sprint Handouts](https://sparkandlogic.com/june-2022-sales-meetings-outperform-your-competition/) * [Contest Documents](https://sparkandlogic.com/money-bag-contest-2q22/) |

**VIRTUAL MEETINGS ONLY** (Your virtual meeting platform may send this automatically for you.)

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| **Send Date** | Day of meeting |
| **Send Time** | 1 hour before start time |
| **Subject Line** | Sales Meeting Starts in 1 Hour |
| **Email Body** | Just a reminder, our sales meeting begins in 1 hour. See you there!  **Meeting link:** <Insert virtual meeting link> |

**WORKSHOP EMAILS**

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| **Send Date** | 10 AM two weeks before the workshop AND the day before |
| **Subject Line** | Lunch & Learn Workshop Date or Tomorrow |
| **Email Body**  (change red text to black when completed) | Join us for the next **Lunch & Learn Workshop**!  **4 Numbers to Bring to Your Next Listing Appointment**  **Date & Time:** Insert details  **Location:** Insert location or link for virtual meetings  **Details**: Insert special instructions (i.e., bring a sack lunch or lunch provided)  **RSVP:** email name@emailaddress.com by DATE (only if needed for setup and food ordering purposes)  **Workshop Description:** Learn four numbers that demonstrate your real estate expertise during a listing presentation. Explore absorption rate, sales price to list price ratio, percentage of listings sold, and market intelligence statistics. Learn how to use the provided absorption rate spreadsheet template and easily incorporate this tool into your business.    Please reach out if you have any questions. |
| **Optional**  **Attachments** | **4 Numbers Workshop**   * [4 Numbers Workshop Handout](https://sparkandlogic.com/wp-content/uploads/2022/05/4_Numbers_Handout.pdf) (can be distributed at the meeting) * [Absorption Rate Explanation & Example](https://sparkandlogic.com/wp-content/uploads/2022/05/Absorption_Rate_Explanation_Example.pdf) (can be distributed at the meeting) * [Absorption Rate Calculator](https://sparkandlogic.com/wp-content/uploads/2022/05/Absorption_Rate_Calculator.xlsx) |

**VIRTUAL WORKSHOPS ONLY** (Your virtual meeting platform may send this automatically for you.)

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| **Send Date** | Day of Workshop |
| **Send Time** | 1 hour before start time |
| **Subject Line** | Workshop Starts in 1 Hour |
| **Email Body** | Just a reminder, the Lunch & Learn Workshop begins in 1 hour. See you there!  **Meeting link:** <Insert virtual meeting link> |