**EMAIL TEMPLATES**  
January 2023

Please note, red text indicates items you need to customize for your company. Red text should be turned 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 (choose one): Attracting New Customers / Find Your Real Estate Niche / 5 Tips for Real Estate Prospecting / Monthly Goal Setting * Company updates * Insert additional highlights   Please reach out if you have any questions.  **Mark Your Calendar**   * Workshop Date & Time * Upcoming Sales Meetings * Sales Contest Dates * Other Important Dates |
| **Optional Attachments** | * [Agent Agenda](https://sparkandlogic.com/wp-content/uploads/2022/12/agent-agenda-Jan2023.docx) * [Learning Sprint Handouts](https://sparkandlogic.com/january-sales-meetings-attracting-new-business) |

**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** | Open House by Design Workshop Date or Tomorrow |
| **Email Body**  (change red text to black when completed) | Join us for our next workshop!  **Hold an Open House by Design, Not by Accident**  **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:** Agents will learn how to host a well-attended open house that allows the listing to shine while connecting them to potential new clients!  Please reach out if you have any questions. |
| **Optional**  **Attachments** | [Open House by Design Worksheet](https://sparkandlogic.com/wp-content/uploads/2022/12/Open-House-by-Design-Worksheet.pdf) |

**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** | Open House by Design Workshop Starts in 1 Hour |
| **Email Body** | Just a reminder, the Hold an Open House by Design, Not by Accident workshop begins in 1 hour. See you there!  **Meeting link:** <Insert virtual meeting link> |