**Appointment Confirmation Email**

This appointment confirmation email is sent with the Pre-List Questionnaire.

Dear <<name>>,

Thank you for speaking with me about your property at <<address>>.

I confirm we will meet on << date>> at <<time>>.

I have attached a questionnaire that will give us insight into your property and your situation.

It will help enormously if you could assist with this information and save a lot of time for us both.

I can collect this when I visit your home.

I look forward to seeing you on <<date>>. Thank you.

Yours faithfully,

<<your signature>>