

PROFESSIONAL REALTOR® EMAIL SIGNATURE

According to the National Association of REALTORS®, the following elements comprise a professional email signature:

Complimentary Closing, Your Name, Title CalBRE number Preferred Phone number Preferred FAX number Email Website (if you have one)

Company Name Address City, Zip Company Phone Company FAX

EXAMPLE:

Sincerely,
Kathleen Young, REALTOR®, e-PRO, GRI
CalBRE # 09876543
818 999 9999
818 999 3333 FAX
Kathleen@KathleenYoung.com
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California Realty 123 Main Street Encino, California 91316 818 888 8888 818 888 7777 FAX

Your professional email signature will automatically apply itself every time you send an email. Most MLS and email programs give you the ability to enter a default email signature.