

rezora

REAL ESTATE EMAIL CORRECTION *FREE TEMPLATES*



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LIGHTHEARTED CORRECTION *(Minor Error)*

Use when: You made a small slip like a missing time, wrong image, or minor typo.

Subject Line: Oops! We Missed a Detail on [Property Address]

Body:

Looks like we got a little too excited about [Property Address] and left out some key info.

Here's what you actually need to know:

Open House: [Correct Date/Time]

Address: [Property Address]

Agent Contact: [Your Info]

Thanks for your understanding—and for loving great homes as much as we do.

Talk soon,

[Your Name / Real Estate Team Name]



PROFESSIONAL CORRECTION *(Important Detail Error)*

Use when: You shared incorrect pricing, location, or anything that could mislead a client.

Subject Line: Correction: Updated Details for [Property Address]

Body:

Earlier today, we sent out an email about [Property Address] that included incorrect information. Please see the corrected details below:

Correct Price: \$[Correct Price]

Square Footage: [Correct Sq. Ft.]

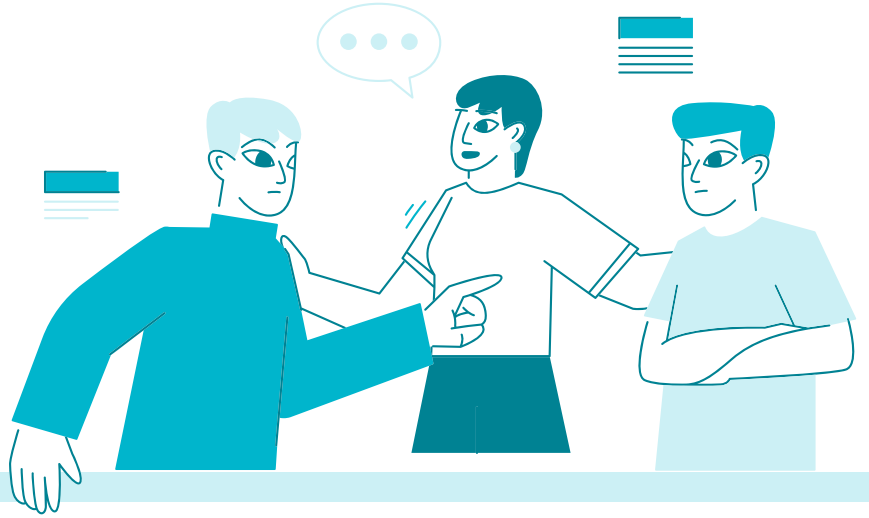
Showing Time: [Date and Time]

We apologize for the oversight and appreciate your attention. If you have any questions or would like to schedule a tour, feel free to reach out directly.

Best regards,

[Your Name / Team Name]

[Phone] | [Email]



APOLOGETIC AND PERSONAL *(Client-Affecting Mistake)*

Use when: An error might have disrupted a client's schedule, confused buyers/sellers, or affected trust.

Subject Line: Our Apologies for Today's Email

Body:

We want to personally apologize for the confusion caused by our earlier message regarding [Property or Event].

We've corrected the issue and taken steps internally to prevent it from happening again.

Here are the updated details:

[Corrected Info or Summary]

We know how important clear and timely communication is—especially in real estate—and we appreciate your understanding. Please let us know if there's anything we can do to assist.

Sincerely,

[Your Name]

[Your Contact Info]

CONTACT US



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