



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
www.KathleenYoung.com

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.