



THE ULTIMATE XMAS EMAIL TEMPLATE BUNDLE

To communicate with owners and tenants

CHRISTMAS MESSAGE TO OWNERS



SUBJECT: Wishing you the very best Christmas

Hi (Owner Name),

As we roll towards the end of 2021 (feels more like hurtling), we wanted to check in and wish you all the best for the upcoming holiday break.

Even though COVID-19 hasn't quite disappeared from our lives as yet, with borders starting to open up and restrictions beginning to ease across the country, we are starting to feel quite positive about what the new year will bring. Fancy an overseas holiday anyone?

At this time of year life seems to take it up a notch. With the deadline that is Christmas looming, many of us find ourselves rushing from here to there, working hard to pack in as much as we possibly can before the holiday break.

In our industry, this is definitely the case. Last minute move-ins, repairs that can't wait, a shortage of removalists, tradies who are being pulled from pillar to post, requests for pets as presents, properties to be leased before the break - all the stuff we generally deal with on a day to day basis, but at this time of year, the pace can get a little frantic. Throw in a violent thunderstorm or two ('tis the season) and things get pretty interesting.

So, before all the Christmas craziness really kicks in, we wanted to reach out and express our gratitude for your support during 2021.

Because we may not get the opportunity to speak with you personally before the break, we wanted to take this opportunity to thank you and wish you and your family all the best for the holiday season.

And whether you will be celebrating Christmas with family and friends this year, or intend to take the opportunity to enjoy a little bit of peace and quiet over the long weekend, we ask that you please, please take care when driving on our busy roads.

Stay safe and enjoy your celebrations, wherever you are.

Kind regards,



CHRISTMAS MESSAGE TO THE TENANTS



SUBJECT: Wishing you the very best Christmas

Hi (Tenant Name),

As we roll towards the end of 2021 (feels more like hurtling), we wanted to check in and wish you all the best for the upcoming holiday break.

Even though COVID-19 hasn't quite disappeared from our lives as yet, with borders starting to open up and restrictions beginning to ease across the country, we are starting to feel quite positive about what the new year will bring. Fancy an overseas holiday anyone?

And whether you will be celebrating Christmas with family and friends this year, or intend to take the opportunity to enjoy a little bit of peace and quiet over the long weekend, we ask that you please, please take care when driving on our busy roads.

Be sure to enjoy yourself this holiday season! Stay safe and well and as we prepare to welcome the new year, we hope you feel as hopeful and excited as we do.

All the best.



EMAIL TO OWNER ABOUT CHRISTMAS HOURS



SUBJECT: Bells are already jingling in our office

Hi (Owner Name),

Can you believe Christmas is nearly upon us? It is crazy how quickly it has rolled around, but then again, 2021 didn't end up being quite the return to normality that we were hoping for.

To give everyone a chance to refresh (code for recuperate), our agency will be closed over the Christmas/New Year period. This time of year is traditionally very quiet in real estate and we are encouraging our team to enjoy some quality downtime with their family and friends.

So, on Friday, 24th December 2021 we will be closing up a little earlier than normal and won't be back in the office until the 4th January 2022.

Friday, 24/12/21 Office closes 2.00 pm
Tuesday, 4/1/22 Office reopens at 9.00 am

Of course, this doesn't mean we are totally off the radar. If urgent repairs are required or an emergency situation arises, we definitely have this covered from our end.

We hope you are also going to have the opportunity to catch up with loved ones over the holiday break, or at the very least, get to spend some time doing what you enjoy.

Fingers crossed, 2022 ends up being a cracker!

Regards,



EMAIL TO TENANTS ABOUT CHRISTMAS HOURS



SUBJECT: Can you hear those sleigh bells ringing yet?

Hi (Tenant Name),

Can you believe Christmas is nearly upon us? It is crazy how quickly it has rolled around, but then again, 2021 didn't end up being quite the return to normality that we were hoping for.

To give everyone a chance to refresh (code for recuperate), our agency will be closed over the Christmas/New Year period. This time of year is traditionally very quiet in real estate and we are encouraging our team to enjoy some quality downtime with their family and friends.

So, on Friday, 24th December 2021 we will be closing up a little earlier than normal and won't be back in the office until the 4th January 2022.

Friday, 24/12/21 Office closes 2.00 pm

Tuesday, 4/1/22 Office reopens at 9.00 am

Of course, this doesn't mean we are totally off the radar. We will still be able to handle any urgent repairs that may crop up. Hopefully you don't experience any emergencies but if you do, these are the best numbers for you to call.

Plumbing Emergency -
Electrical Emergency -
Storm Damage -

We hope you are also going to have the opportunity to catch up with loved ones over the holiday break, or at the very least, get to spend some time doing what you enjoy.

Stay safe and fingers crossed next year will be a little less hectic.

Regards,



EMAIL AUTO RESPONSE WHILE OFFICE IS CLOSED



Hi there!

Thanks so much for reaching out.

You may not realise, but over the next few days, our agency is closed. The boss has said, "Go and enjoy some time with your family and recharge, ready for next year". Woohoo!

Don't worry, we will all be back on deck from Tuesday the 4th January, ready and raring to go. I expect I will have quite a few messages waiting for me when I return so please excuse my tardiness if you don't hear from me first thing Tuesday morning, I will respond as soon as I can (I really appreciate your patience).

Of course, if you have an urgent repair that needs attending to, this most likely can't wait until I return.

I have listed below the tradespeople who have kindly stuck up their hand to handle any emergencies over the Christmas break. Please contact them directly to organise any urgent repairs and they will coordinate an appropriate time with you to inspect the problem. Be sure to let me know if you do this so I can bring the owner up to speed.

Plumbing Emergency -
Electrical Emergency -
Storm Damage -

I hope you too are able to spend some time with family and friends over the festive season.

Please stay safe and I will be in contact in the New Year.

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BROUGHT TO YOU BY OUR GOOD FRIENDS AT**

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MERRY CHRISTMAS!