

EMAIL TEMPLATE – Rejecting an assignment

If you can't or don't want to follow up on an email enquiry for an assignment, it is courteous to respond.

You can create a standard email template along these lines that you can send quickly and easily. This is so much more professional than just ignoring the request.

Hi <home owner name>

Thank you for contacting us about your upcoming house sitting opportunity. Unfortunately we're not available on the dates you've mentioned, but, we'd love to be considered for any future assignments.

We hope you're able to find suitable house sitters soon, and maybe we'll be able to help when you next need someone to look after your home and pets.

All the very best

Vanessa and Ian

Check our progress at <http://www.longtermhousesitters.com>