

# Message Template Library

Explore the Message Template Library to access a wide range of prebuilt message templates for client communication, agent updates, task reminders, and more.

**Who Can Do This:** Anyone can view the Message Template Library. Some templates are only visible to admins.

To view the Message Template Library:

## Go to My Info

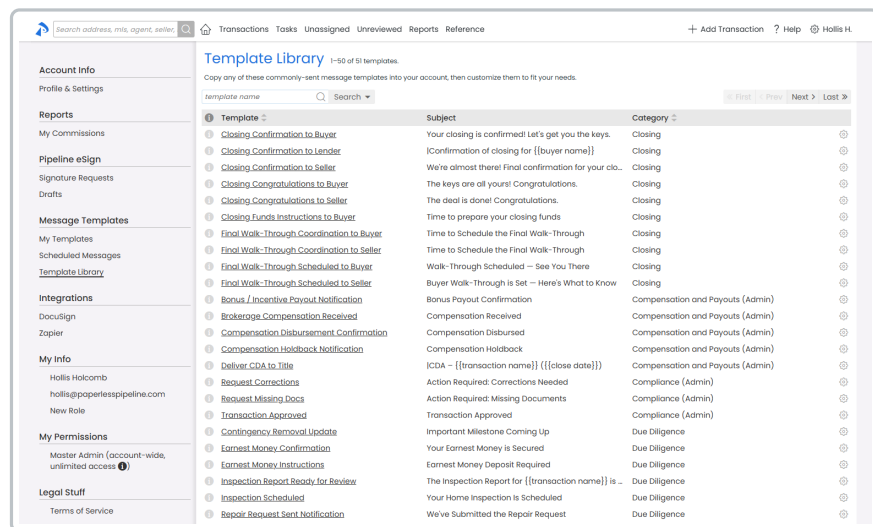
- Click your name in the upper right corner, then [My Info].

## Open the Template Library

- Click [Template Library] from the *Message Templates* section of the left menu.

## Browse Templates

- Explore the full collection of ready-to-use message templates.



## View a Template

Preview the full content of any prebuilt message template before deciding to copy it into your collection of reusable message templates.

**Who Can Do This:** Anyone can view the Message Template Library. Some templates are only visible to admins.

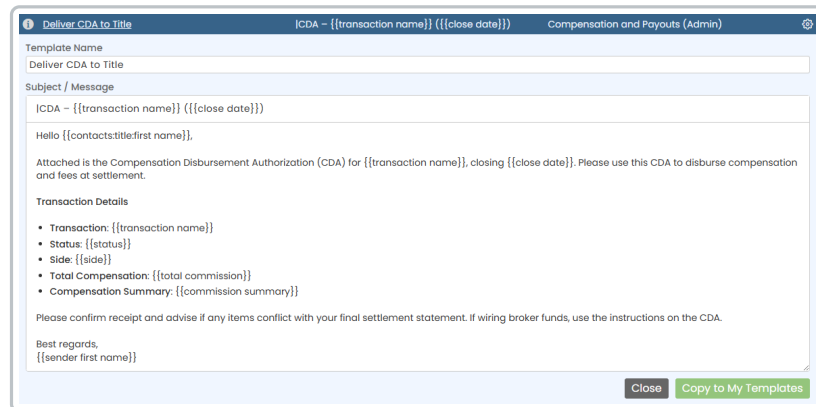
To view a prebuilt message template:

#### Choose a Template to View

- [Browse the Message Template Library](#) to find the template you want to preview.

#### View the Template

- Click the template name. A preview window will display the complete message.



## Copy a Template

When you find a prebuilt template you like, copy it to your collection. Once copied, you can customize and use it like any other message template.

**Who Can Do This:** Anyone can copy templates from the Message Template Library. Some templates are only visible to admins.

To copy a prebuilt message template:

#### Choose the Template to Copy

- [Browse the Message Template Library](#) to find the template you want to copy.

#### Copy to Your Library

- Click the gear icon next to the template, then [Copy to My Templates]. The template will be added to your personal collection of reusable message templates.

## Template Library

1-50 of 51 templates.

Copy any of these commonly-sent message templates into your account, then customize them to fit your needs.

template name		Search	First Prev Next Last	
Template	Subject	Category		
Closing Confirmation to Buyer	Your closing is confirmed! Let's get you the keys.	Closing		
Closing Confirmation to Lender	(Confirmation of closing for {{buyer name}})	Closing		
Closing Confirmation to Seller	We're almost there! Final confirmation for your clo...	Closing		
Closing Congratulations to Buyer	The keys are all yours! Congratulations.	Closing		
Closing Congratulations to Seller	The deal is done! Congratulations.	Closing		
Closing Funds Instructions to Buyer	Time to prepare your closing funds	Closing		

View Template

Copy to My Templates