Hi Joe,

This is \_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_Title. I’m calling to give you a Recap of the Day on 123 ABC Street.

Bullet Point (docs are signed and back to the bank)

Bullet Point (waiting for seller’s payoff)

Bullet Point (need your commission demand)

If there are any changes today you’ll hear from me, otherwise I will call you tomorrow between \_\_\_\_ and \_\_\_\_ with your daily recap.

Make sure you give a quick short recap and then hang up and move on to the next call.