

**Key Contacts:**

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Email: info@coloradofelinefosterrescue.org

TEMPLATES that make it easy to communicate with adopters

Following up to each adoption application for a first introduction to your foster kitty!

A.1. First email to potential adopters (Remember to copy info@coloradofelinefosterrescue.org)

Hi, I am the foster for _____. He/she is a lovely kitty and I would love to introduce you. Why don't we start with a virtual visit – you and I can get acquainted, and you can see _____ in his/her element. After, if we both agree to move to the next step, you are welcome to come over to my house to meet _____ in person.

Please know that we may have other potential adopters interested in the same cats, and are scheduling interviews accordingly, so that we can find the best fit.

What is your schedule like over the next couple of days?

*** Senior fosters often go straight to an in person visit. If you are a new foster, or you are fostering a cat or kittens that may be shy, you should always start with a virtual visit first.*

A.2. Follow up with adopters after an introduction is scheduled. (Remember to copy info@coloradofelinefosterrescue.org)

We look forward to seeing you _____ for your meet and greet with _____.

Please remember that _____ may have other adopters interested, and we are looking for the best fit for everyone! I will be sure to update you if the status of this kitty changes for any reason!

Please respond to this email if you have any questions, and I look forward to meeting you soon.

A.3. Your potential adopter wants to schedule a visit for what you think is too far out. Kindly let them know that the kitty may be adopted by then. (Remember to copy info@coloradofelinefosterrescue.org)

Thanks for scheduling your meet and greet with _____.

Just a note - should _____ attract other potential adopters that schedule to meet him prior to your meeting, we will be considering them as a potential fit as well. Sometimes decisions are made on the spot! It's against CFFR policy to hold kitties if we have a good fit for them. The sooner our kitties are adopted the more lives we can save!

Looking forward to having you meet _____!

Following up with adopters after the introduction to your foster kitty!

B.1. For the family that you would like to adopt the kitty, and the kitty has had spay/neuter surgery and is ready to go to their new home (Remember to copy info@coloradofelinefosterrescue.org)

It was a pleasure to meet you today! Thank you for taking the time to get acquainted with us and with _____. We think that _____ would be the perfect addition to your family, and would like to offer you the opportunity to adopt!

To proceed with the adoption, please go to <https://coloradofelinefosterrescue.org/adoption/pay-adoption-fee/> and pay the adoption fee of \$_____

Once received, CFFR will acknowledge receipt, consider _____ spoken for, and follow up with next steps. Congratulations!

B.2. For the family that you would like to adopt the kitty, but the cat is scheduled for spay/neuter surgery in the coming days (Remember to copy info@coloradofelinefosterrescue.org)

Thank you for taking the time to get acquainted with us and with _____. Your family seems like the perfect fit for _____, and we are ready to proceed with the adoption. Reminder that _____ is scheduled for spay/neuter surgery on _____.

Below the next steps in the adoption process:

1. Pay the adoption fee amount of \$_____ here: <https://coloradofelinefosterrescue.org/adoption/pay-adoption-fee/> .
2. Once payment is received, the rescue team will acknowledge receipt. When surgery is complete, CFFR will send over the adoption packet to you via email, and you will return the completed contract. CFFR will then do one last phone call with you to review your packet, and discharge your cat.
3. After these steps are completed, we can schedule a time for you to come pick up your new furry family member 2-3 days after surgery.

Congratulations!

B.3. For the family who has met your kitty and expressed interest in adopting and you did not pick, but you think they would be great adopters (Remember to copy info@coloradofelinefosterrescue.org)

It was such a pleasure to meet you today. Thank you for the time you spent getting acquainted with us and with _____.

It was a very hard decision, but we've decided another family was the perfect fit for _____. We think you would be great cat parents, and we are sending you back to the CFFR so that they can help you find the perfect family member.

<https://coloradofelinefosterrescue.org/adoption/available-cats-for-adoption/>

Please let them know if you are interested in meeting any of the other available cats.
Thank you,

B.4. For any families that did not get a chance to meet your foster cat before they were spoken for (Remember to copy info@coloradofelinefosterrescue.org)

I'm reaching out to let you know that _____ has been adopted. I'm sending you back to CFFR so that they can continue to help you find a match.

Thank you