Data set 9- Template emails

**Template 1: Appointment Confirmation**

**Subject:** Your Appointment Confirmation at [Salon Name]  
Hi [Client Name],  
Your appointment for a [Service] is confirmed!  
📅 Date: [Appointment Date]  
🕒 Time: [Appointment Time]  
💇 Stylist: [Stylist]  
We look forward to seeing you! If you need to reschedule, please contact us.  
Best,  
[Salon Name]

**Template 2: Appointment Reminder (24 hours before)**

**Subject:** Reminder: Your Appointment with [Stylist] Tomorrow  
Hi [Client Name],  
Just a reminder about your [Service] appointment tomorrow.  
📅 Date: [Appointment Date]  
🕒 Time: [Appointment Time]  
If you need to make any changes, contact us at [email or phone].  
See you soon!  
[Salon Name]

**Template 3: Payment Reminder**

**Subject:** Friendly Reminder: Payment Due for Your Upcoming Appointment  
Hi [Client Name],  
Your appointment for a [Service] with [Stylist] is coming up on [Appointment Date].  
💳 Payment of $[Price (USD)] is due by [Date, e.g., 2 days before].  
Please complete your payment at your earliest convenience.  
Thank you!  
[Salon Name]

**Template 4: Post-Appointment Feedback**

**Subject:** How Was Your Appointment at [Salon Name]?  
Hi [Client Name],  
We hope you loved your [Service] with [Stylist]! We’d appreciate it if you could take a moment to leave feedback.  
[Link to review or feedback form]  
Thank you for choosing [Salon Name]!  
[Salon Name] Team

**Template 5: Cancellation Confirmation**

**Subject:** Your Appointment Has Been Canceled  
Hi [Client Name],  
Your appointment for [Service] on [Appointment Date] at [Appointment Time] has been canceled.  
Need to rebook? Click here: [Booking link]  
We hope to see you soon!  
[Salon Name]

**Template 6: Reschedule Confirmation**

**Subject:** Your Appointment Has Been Rescheduled  
Hi [Client Name],  
Your appointment has been rescheduled to:  
📅 Date: [New Date]  
🕒 Time: [New Time]  
💇 Stylist: [Stylist]  
Thank you for updating your appointment with [Salon Name]!  
Best,  
[Salon Name]

**Template 7: No-Show Follow-Up**

**Subject:** We Missed You at [Salon Name]  
Hi [Client Name],  
We noticed you missed your appointment for [Service] on [Appointment Date].  
We’d love to see you! Reschedule here: [Booking link]  
Let us know how we can assist you.  
[Salon Name]

**Template 8: Promotion/Discount Offer**

**Subject:** Special Offer Just for You!  
Hi [Client Name],  
Enjoy $[Discount] off your next [Service]! Book by [Expiration Date] to claim your discount.  
📅 Book Now: [Booking link]  
Don’t miss out!  
[Salon Name]

**Template 9: Appointment Reschedule Request**

**Subject:** Request to Reschedule Your Appointment  
Hi [Client Name],  
We need to reschedule your appointment for [Service] originally on [Appointment Date].  
Please let us know your availability.  
We apologize for the inconvenience!  
[Salon Name]

**Template 10: Payment Confirmation**

**Subject:** Payment Received – Thank You!  
Hi [Client Name],  
We’ve received your payment of $[Price (USD)] for your [Service] appointment on [Appointment Date].  
Thank you for choosing [Salon Name]!  
See you soon!  
[Salon Name]