

Concierge Service Application

Date: [Insert Date]

To: [Spa Name]

Address: [Spa Address]

Dear [Spa Manager's Name],

I hope this message finds you well. I am writing to request the assistance of your concierge service for scheduling a series of spa appointments for myself and my guests.

Details of the appointments are as follows:

- Name: [Client's Name]
- Date of Appointment: [Insert Date]
- Time: [Insert Time]
- Service Requested: [Insert Service]

Please confirm the availability for the requested date and time at your earliest convenience. Should there be any issue with the timing, I would appreciate alternative suggestions.

Thank you for your assistance, and I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Contact Information]