

# Appointment Confirmation

Dear [Client Name],

Thank you for choosing [Spa Name]! We are pleased to confirm your appointment.

## Appointment Details:

**Date:** [Appointment Date]

**Time:** [Appointment Time]

**Service:** [Service Name]

**Duration:** [Duration of Service]

## Location:

[Spa Address]

## Cancellation Policy:

Please let us know at least 24 hours in advance if you need to cancel or reschedule your appointment.

We look forward to welcoming you at [Spa Name]!

Best Regards,  
[Your Name]  
[Your Position]  
[Spa Name]  
[Contact Information]