

Appointment Confirmation Template

LOCAL SERVICE OR HOME MAINTENANCE

Subject: Your service appointment is confirmed for [Date]

Body:

Hi [Client Name],

Thanks for booking with [Business Name]!

Your service appointment details are:

 [Date & Time]

 [Address]

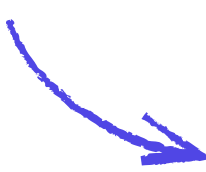
Your technician [Tech Name] will arrive within a 30-minute window

Questions? Contact us at [Phone or Email]

Need to adjust your appointment? Reschedule here: [Link]

We appreciate your trust.

— [Business Name]



Tip: Add a **calendar invite** link and **pre-appointment checklist** to reduce no-shows



Koalendar