

CLIENT LETTERS



3 STRIKES LATE POLICY

3 LETTERS TO
CHOOSE FROM

client letters

THREE STRIKE POLICY

3 LETTERS ATTACHED:

1. First Strike
2. Second Strike
3. Third Strike

first strike

Dear [Client's Name],

I trust this message finds you well. I appreciate your continued trust in my hairstyling services. I wanted to bring a matter to your attention regarding punctuality.

During your recent appointment, there was a slight delay in starting the session. I understand that unforeseen circumstances can arise, and I appreciate your understanding in such situations. However, I would like to remind you of our salon policy regarding lateness.

We operate on a three-strikes policy, and I want to ensure transparency about its implications. If tardiness occurs two more times, regrettably, I won't be able to book future appointments or provide services.

I value our professional relationship and your time, and I believe this policy ensures a fair and consistent experience for all clients. If there are any concerns or if you anticipate difficulties in meeting appointment times, please feel free to discuss it with me.

Thank you for your understanding, and I look forward to our future appointments running smoothly.

Best regards,
[Your Name]

second strike

Dear [Client's Name],

I hope this message finds you well. I appreciate your continued support, and I want to address a matter that has arisen during your recent appointment.

Unfortunately, your second instance of tardiness or a no-call, no-show has occurred, and it's essential to remind you of our salon's three-strikes policy. We take pride in offering punctual and efficient services to all our clients, and this policy ensures a fair and consistent experience.

If, unfortunately, another occurrence of lateness or a missed appointment without prior notice happens, regrettably, it would lead to the inability to schedule future appointments or provide services.

I understand that unforeseen circumstances can arise, and I encourage open communication. If there are challenges in meeting appointment times, please feel free to discuss it with me.

Thank you for your understanding, and I look forward to our continued collaboration with a focus on punctuality.

Best regards,
[Your Name]

third strike

Dear [Client's Name],

I trust this message finds you well. I appreciate your past support, and I must address a critical matter arising from recent appointments.

Regrettably, your third instance of tardiness or a no-call, no-show has occurred, leading to a breach of our salon's three-strikes policy. After careful consideration, it is with a heavy heart that I must inform you that we are unable to schedule future appointments or provide services.

I value the time we've spent working together, but this decision is necessary to uphold the standards of our salon and ensure fair treatment for all clients. If you have any questions or concerns, please feel free to reach out.

Thank you for your understanding, and I wish you all the best in your future endeavors.

Best regards,
[Your Name]