

# Email Confirmation Templates

## Subscription Confirmation Email

**Subject: Welcome to [Newsletter Name] - Please Confirm Your Subscription**

Dear [Name],

Thank you for subscribing to [Newsletter Name]! We're excited to have you join our community.

To finalize your subscription and start receiving our [newsletter frequency] updates, please click the confirmation button below:

[Confirm Subscription Button]

What to expect from your subscription:

- [Key benefit 1] delivered straight to your inbox
- Exclusive [type of content] from our expert team
- Special offers available only to subscribers

Your subscription preferences:

- Email: [subscriber's email]
- Frequency: [chosen frequency]
- Content type: [chosen content type]

If you didn't request this subscription, simply ignore this email.

Best regards,

## Order Confirmation Email

**Subject: Your Order #[Order Number] is Confirmed!**

Dear [Customer Name],

Thank you for shopping with [Company Name]! We're pleased to confirm that we've received your order.

Order Details:

Order Number: #[Order Number]

Order Date: [Date]

Items Ordered:

1. [Product Name]
  - Quantity: [X]
  - Price: \$[XX.XX]
  - SKU: [SKU number]
2. [Product Name]
  - Quantity: [X]
  - Price: \$[XX.XX]
  - SKU: [SKU number]

Order Summary:

Subtotal: \$[XX.XX]

Shipping: \$[XX.XX]

Tax: \$[XX.XX]

Total: \$[XX.XX]

Shipping Information:

[Customer Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP]

Expected Delivery: [Date Range]

Tracking Number: [Number]

Track Your Order: [Tracking Link]

Need Help?

View your order status: [Order Status Link]

Return policy: [Returns Link]

Contact customer service: [Contact Link]

Thank you for choosing [Company Name]!

Best regards,

[Company Name] Team

## Registration Confirmation Email

**Subject: You're Registered for [Event Name]! 🎉**

Dear [Participant Name],

Fantastic news! Your registration for [Event Name] has been confirmed. We're thrilled to have you join us for this exciting event.

Event Details:

- Date: [Event Date]
- Time: [Event Time] ([Time Zone])
- Location: [Virtual/Physical Location]
- Event ID: [Registration Number]

What's Next:

1. Add the event to your calendar: [Calendar Link]
2. Review the event materials: [Materials Link]
3. Join our event community: [Community Link]

Pre-Event Checklist:

- ☐ Download required software (if virtual)
- ☐ Review preparation materials
- ☐ Complete pre-event survey
- ☐ Set up your profile

Follow us on social media for updates and behind-the-scenes content: [Social Media Links]

We look forward to seeing you at [Event Name]!

Best regards,

[Event Team Name]

## Booking Confirmation Email

**Subject: You're Registered for [Event Name]! 🎉**

Subject: Your [Service] Booking is Confirmed!

Dear [Guest Name],

Thank you for choosing [Company Name]! Your booking has been successfully confirmed.

Booking Details: Confirmation Number: [Booking ID] Check-in: [Date and Time]

Check-out: [Date and Time]

Your Selection:

[Room/Seat/Vehicle]

Type: [Selection Details]

- [Special Feature 1]
- [Special Feature 2]
- [Special Feature 3]

Location Details:

[Property/Venue Name]

[Address] [City, State, ZIP]

[Map Link]

Important Information:

Check-in time: [Time]

Check-out time: [Time]

[Special Instructions]

[Cancellation Policy]

Add-on Services:

- [Service 1]: \$[XX]
- [Service 2]: \$[XX]
- [Service 3]: \$[XX]

Payment Summary:

Total Amount: \$[XX.XX]

Paid: \$[XX.XX]

Balance Due: \$[XX.XX]

Need to Modify?

Modify booking: [Modification Link]

Cancel booking: [Cancellation Link]

Contact us: [Contact Information]

We look forward to serving you!

Best regards,

[Company Name] Team