

YOUR SALON NAME HERE

Hello (client name),

Thank you for being a valued client at *(salon name here)*. I appreciate the opportunity to provide services for you. You've mentioned a few times your unhappiness with the services I've provided. Because of this, I believe it would be better to find another hairstylist that can best fit your needs. As of *(today's date)* I will no longer be able to assist you with your hair needs.

Thank you for your understanding, moving forward you can expect to...

(You can list action steps like canceling any prescheduled appointments, refunding a deposit, if you want to give a referral, etc. If there are no action steps to take end the email.)

Alternate ending with no action steps:

Thank you for your understanding.

Kindest Regards,

YOUR NAME HERE

TITLE HERE