

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Salon/Company Name]
[Salon Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an appointment for hair dyeing services at your salon.

I would like to achieve [specific hair color or look you desire] and would appreciate your professional advice on the best options for my hair type and condition.

Please let me know your available dates and times for an appointment. I look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]