



WhatsApp Business Templates

50 Ready-to-Use

7 Industries | Proven Scripts | Copy & Use Today

ISP & Broadband 7 templates	NBFC & Finance 7 templates	Schools / Education 7 templates	Healthcare 6 templates
E-Commerce & D2C 7 templates	Real Estate 6 templates	General Business 7 templates	

Presented by QuickMessage.in | India's Official Meta WhatsApp Business Partner

How to Use These Templates

1

Copy the template

Select the template relevant to your industry and use case.

2

Replace variables

All text inside {Curly_Brackets} are variables – replace them with actual customer data.

3

Upload to QuickMessage

Goto **QuickMessage.in** Template Manager Create New Template paste your message.

4

Get Meta Approval

Templates need WhatsApp/Meta approval. Approval usually takes **24-48 hours**.

5

Set up automation

Link the approved template to triggers: new order, payment received, appointment booked, etc.

6

Send & Track

Use **QuickMessage's** Campaign Manager or API to send. Track delivery & open rates in real-time.

Pro Tips

Always personalize with customer name – open rate increases by 26% Keep messages under **160 words** – shorter messages get higher response Send transactional messages immediately, promotional max 2x/week Always include a clear CTA (Call-to-Action) – link, phone number, or reply keyword Test messages on your own number before mass sending

ISP & Braodband

#01 Monthly Billing Alert

Automatically send it once the bill is generated.

Hello {Customer_Name},

Your broadband bill for {Month} has been generated.

Bill Details:

Plan: {Plan_Name}

Amount: Rs. {Amount}/-

Due Date: {Due_Date}

Payment Options:

Online: {Payment_Link}

UPI: {UPI_ID}

Support: {Phone} | {Company_Name}

#02 Plan Renewal Reminder

Send it 5 days before expiry.

Hi {Name},

Your {Plan_Name} plan will expire on {Expiry_Date}.

Renew now to enjoy uninterrupted internet service.

Same Plan: Rs. {Amount}/-

Upgrade options are also available.

Renew here: {Link}

Call: {Phone}

#03 Payment Received Confirmation*Immediately after payment.*

Thank you {Name},

Your payment has been successfully received.

Amount Paid: Rs. {Amount}/-

Next Due Date: {Next_Due_Date}

Reference ID: {Ref_No}

Your service is active.

Support: {Phone} | {Company_Name}

#04 Network Downtime Alert*During maintenance or outages."*

Hello,

Important update from {Company_Name}.

Scheduled Maintenance:

Date: {Date}

Time: {Start_Time} – {End_Time}

Area: {Area_Name}

Internet service may be temporarily unavailable.

We apologize for the inconvenience.

Support: {Phone} | {Company_Name}

#05 Speed Upgrade Offer*For upsell campaigns.*

Hello {Name},

Special offer just for you!

Your current plan:

{Current_Plan} | {Current_Speed} Mbps

Upgrade to {New_Speed} Mbps

Only Rs. {Upgrade_Price}/month extra

Offer valid till: {Offer_Date}

Reply or call to upgrade: {Phone}

#06 Welcome New Customer*When a new connection is activated.*

Welcome to {Company_Name}!

Hi {Name},

Your broadband connection has been successfully activated.

Plan Details:

Plan: {Plan_Name}

Speed: {Speed} Mbps

Valid Till: {Validity}

Support:

Phone: {Phone}

Email: {Support_Email}

Happy surfing!

#07 Support Ticket Update

When the complaint status is updated.

Hi {Name},

Here is an update on your complaint:

Ticket ID: {Ticket_ID}

Issue: {Issue_Type}

Status: {Status}

Expected Resolution: {ETA}

Our engineer will visit on {Date} at {Time_Slot}.

Track here: {Tracking_Link}

Support: {Phone}

NBFC & Finance

#08 EMI Reminder (7 Days Before)

Auto-send 7 days before the due date.

Hello {Name},

This is a reminder for your upcoming EMI payment.

EMI Details:

Loan ID: {Loan_ID}

Amount: Rs. {EMI_Amount}/-

Due Date: {Due_Date}

Please ensure timely payment to maintain a good credit score.

Pay Now: {Payment_Link}

UPI: {UPI_ID}

For queries, contact: {Phone}

#09 Loan Approval Congratulations

Immediately upon loan approval.

Congratulations {Name},

Your loan has been APPROVED!

Loan Details:

Loan Amount: Rs. {Loan_Amount}/-

Tenure: {Tenure} months

EMI: Rs. {EMI_Amount}/-

First EMI Date: {First_EMI}

The amount will be credited to your account within 24–48 hours.

Download Documents: {Download_Link}

Support: {Phone}

#10 **OTP Verification**

For transaction/login OTP.

{Company_Name} Verification

Your OTP is: *{OTP}*

This OTP is valid for 10 minutes.

Do not share this OTP with anyone. Our team will never ask for it.

If you did not request this, please contact: {Phone}

#11 **KYC Document Reminder**

*For customers with incomplete
KYC.*

Important Notice {Name},

Your KYC verification is still incomplete.

Pending Documents:

{Doc_1}

{Doc_2}

Please submit your documents here:

{Upload_Link}

Last Date: {Deadline}

Failure to complete KYC may result in service suspension.

Support: {Phone}

#12 Account Statement Ready

When the monthly statement is generated.

Hello {Name},

Your account statement for {Month} {Year} is now available.

Summary:

Opening Balance: Rs. {Opening}/-

Total Credits: Rs. {Credits}/-

Total Debits: Rs. {Debits}/-

Closing Balance: Rs. {Closing}/-

Download Statement: {Statement_Link}

For queries: {Phone} | {Company_Name}

#13 Overdue Payment Alert

When payment is still not received after the due date.

Important Reminder {Name},

Your EMI payment is overdue.

Outstanding Amount:

Principal: Rs. {Principal}/-

Late Fee: Rs. {Late_Fee}/-

Total Due: Rs. {Total}/-

Late payments may affect your credit score.

Pay Now: {Payment_Link}

Need help? Contact us:

{Phone}

#14 New Offer / Pre-approved Loan*To offer deals to existing customers.*

Hello {Name},

A special offer just for you!

You are eligible for a pre-approved loan of up to Rs. {Pre_Approved_Amount}/-

Benefits:

- ✓ No documentation required
- ✓ Approval in 5 minutes
- ✓ Interest Rate: {Interest_Rate}%
- ✓ Flexible tenure: {Min_Tenure}–{Max_Tenure} months

Offer valid till: {Expiry}

Apply Now: {Apply_Link}

Call: {Phone}

School & Education

#15 Fee Payment Reminder

3 days before the due date.

Hello {Parent_Name},

This is a reminder for {Student_Name}'s fee payment.

Fee Details:

Class: {Class}

Period: {Period}

Amount: Rs. {Fee_Amount}/-

Due Date: {Due_Date}

Pay Online: {Payment_Link}

Bank Details: {Bank_Details}

Thank you for your timely payment.

– {School_Name}

#16 Exam Schedule Notification

To announce the exam schedule.

Exam Notice – {School_Name}

Hello {Parent_Name},

The exam schedule for {Student_Name} ({Exam_Name}) is as follows:

Start Date: {Start_Date}

End Date: {End_Date}

Timing: {Timing}

Venue: {Venue}

Download Admit Card: {Download_Link}

For any queries, contact: {Phone}

#17

Result Announcement*When the results are declared.*

Result Announcement – {School_Name}

Hello {Parent_Name},

The result for {Student_Name} ({Exam_Name}) has been declared.

Performance:

Total Marks: {Total_Marks}

Obtained Marks: {Obtained_Marks}

Percentage: {Percentage}%

Grade: {Grade}

Rank: {Rank}

Download Report Card: {Download_Link}

Congratulations!

#18

Attendance Alert*Use: Low attendance warning ke liye*

Attendance Alert – {School_Name}

Hello {Parent_Name},

Attendance details for {Student_Name}:

Total Working Days: {Total_Days}

Present: {Present_Days}

Absent: {Absent_Days}

Attendance: {Percentage}%

Minimum 75% attendance is required.

Please visit the school for discussion.

Contact: {Phone}

#19 Holiday / Event Notice*For school events or holidays.*

Notice – {School_Name}

Hello {Parent_Name},

You are invited to the following event:

Event: {Event_Name}

Date: {Date}

Time: {Time}

Venue: {Venue}

Details:

{Event_Details}

We look forward to your presence.

Contact: {Phone}

#20 Admission Open Campaign*For new session admissions.*

Admissions Open – {School_Name}

Admissions for {Session} are now open.

Available Classes: {Classes}

Board: {Board}

Facilities:

- Smart Classes
- Library
- Sports
- Transport

Apply Now: {Apply_Link}

Visit: {School_Address}

Call: {Phone}

Limited seats available. Apply Quick! (optional: remove Hindi if needed)

#21 Parent-Teacher Meeting*To schedule PTM.*

PTM Notice – {School_Name}

Hello {Parent_Name},

We would like to discuss {Student_Name}'s progress.

PTM Details:

Date: {PTM_Date}

Time: {PTM_Time}

Teacher: {Teacher_Name}

Room: {Room_No}

Please attend the meeting.

Confirm: {Phone}

Healthcare

#22 Appointment Confirmation

Immediately after booking.

Appointment Confirmed – {Clinic_Name}

Hello {Patient_Name},

Your appointment has been successfully booked.

Doctor: {Doctor_Name}

Department: {Department}

Date: {Date}

Time: {Time}

Location: {Clinic_Address}

Please arrive 15 minutes early and carry previous reports and ID.

Reschedule/Cancel: {Phone}

#23 Appointment Reminder (1 Day Before)

Auto-send 1 day before the appointment.

Reminder – Upcoming Appointment

Hello {Patient_Name},

This is a reminder for your appointment scheduled for tomorrow.

Doctor: {Doctor_Name}

Time: {Time}

Clinic: {Clinic_Name}

Please arrive on time. If you need to cancel or reschedule, inform us at least 2 hours in advance.

Call: {Phone}

WhatsApp: {WA_Number}

#24 Report Ready Notification*When the lab report is ready.*

Report Ready – {Clinic_Name}

Hello {Patient_Name},

Your test reports are now ready.

Tests:

{Test_Names}

Download here: {Report_Link}

Or collect from the clinic after {Date}

Timing: {Clinic_Timing}

Address: {Clinic_Address}

For consultation: {Phone}

#25 Health Tip / Follow-up*Post-consultation follow-up*

Health Follow-up – {Clinic_Name}

Hello {Patient_Name},

Following your recent visit, here are some recommendations:

{Tip_1}

{Tip_2}

{Tip_3}

Next Appointment:

Date: {Next_Date}

Time: {Next_Time}

For any concerns, contact: {Phone}

#26 Vaccination Reminder*For due vaccine schedule*

Vaccination Reminder

Hello {Parent_Name},

This is a reminder that {Child_Name}'s vaccination is due.

Vaccine: {Vaccine_Name}

Due Date: {Due_Date}

Location: {Clinic_Name}

Timely vaccination helps protect against serious diseases.

Book Appointment: {Phone}

#27 Bill / Invoice*For post-treatment billing*

Invoice – {Clinic_Name}

Hello {Patient_Name},

Your treatment invoice is ready.

Invoice Details:

Invoice No: {Invoice_No}

Date: {Date}

Services: Rs. {Service_Amount}/-

Medicines: Rs. {Medicine_Amount}/-

Tests: Rs. {Test_Amount}/-

Total: Rs. {Total_Amount}/-

Download Invoice: {Invoice_Link}

For queries: {Phone}

E-Commerce & D2C

#28 Order Confirmation

Immediately after order placement

Order Confirmed – {Brand_Name}

Hello {Name},

Thank you for your order! 🎉

Order Details:

Order ID: #{Order_ID}

Product: {Product_Name}

Quantity: {Qty}

Amount: Rs. {Amount}/-

Delivery Date: {Delivery_Date}

Track your order: {Tracking_Link}

Need help? Contact: {Phone}

#29 Order Shipped

After shipping

Your Order Has Been Shipped 🚚

Hello {Name},

Great news! Your order #{Order_ID} is on its way.

Courier: {Courier_Name}

Tracking No: {Tracking_No}

Expected Delivery: {Expected_Date}

Track your shipment: {Tracking_Link}

Need help? Call: {Phone} | {Brand_Name}

#30 Abandoned Cart Recovery

1-2 hours after cart abandonment

You Left Something Behind 🛒

Hello {Name},

You still have items waiting in your cart:

{Product_1}
{Product_2}

Cart Value: Rs. {Cart_Value}/-

🎁 Limited Time Offer:
Use code *{Coupon_Code}* and get {Discount}% OFF

Complete your order now:
{Cart_Link}

Offer expires in 24 hours!

#31 Delivery Confirmation

Upon order delivery

Order Delivered 📦

Hello {Name},

Your order #{Order_ID} has been successfully delivered.

Product: {Product_Name}
Delivered On: {Delivery_Date}

We hope you love your purchase ❤️

Leave a review: {Review_Link}

Return/Exchange: {Return_Link}

#32 Flash Sale Announcement*To launch a sale*

🔥 FLASH SALE LIVE – {Brand_Name}

Hello {Name},

Don't miss our biggest sale!

{Sale_Name}

Up to {Max_Discount}% OFF


Valid for {Duration} only

- ✓ Free shipping on orders above Rs. {Min_Order}
- ✓ Easy returns
- ✓ {Additional_Offer}

Shop Now: {Shop_Link}

Hurry! Limited stock available.

#33 Review / Feedback Request*2–3 days after delivery*

We Value Your Feedback 

Hello {Name},

We hope you're enjoying your {Product_Name}.

Could you take 2 minutes to share your experience?

Your feedback helps others make better choices.

Submit your review here:

{Review_Link}

Need help? Contact: {Phone} | {Brand_Name}

#34 Loyalty / Reward Points

For points credit or redemption

Reward Points Update 🎁

Hello {Name},

You've earned reward points!

New Points: {New_Points}

Total Balance: {Total_Points} pts

Value: Rs. {Points_Value}/-

Use your points on your next purchase.

Shop Now: {Shop_Link}

– {Brand_Name} Loyalty Program

Real Estate

#35 New Lead Follow-up

15 minutes after inquiry receipt

Hello {Name},

Thank you for your interest in {Property_Name}.

Property Details:

Type: {BHK} BHK

Location: {Location}

Size: {Size} sq.ft.

Starting Price: Rs. {Price} Cr onwards

Would you like to schedule a site visit?

Please let us know your preferred time.

Call: {Agent_Phone}

– {Company_Name}

#36 Site Visit Confirmation

Upon site visit booking

Site Visit Confirmed – {Company_Name}

Hello {Name},

Your site visit has been scheduled.

Property: {Property_Name}

Date: {Visit_Date}

Time: {Visit_Time}

Address: {Site_Address}

Location Map: {Map_Link}

Our representative {Agent_Name} will assist you.

Contact: {Agent_Phone}

#37 New Property Launch

For new project launch

New Project Launch – {Project_Name}

Hello {Name},

We are excited to introduce our latest project:

Location: {Location}

Configurations: {Config}

Sizes: {Size_Range} sq.ft.

Price: Rs. {Price_Range} Cr

Pre-launch Benefits:

✓ {Benefit_1}

✓ {Benefit_2}

✓ {Benefit_3}

Download Brochure: {Brochure_Link}

Limited units available – book early!

Call: {Phone} | {Company_Name}

#38 Booking Confirmation

Upon receipt of token or booking amount

Booking Confirmed 🎉

Congratulations {Name},

Your dream home has been successfully booked!

Property: {Unit_No}, {Project_Name}

Size: {Size} sq.ft.

Total Value: Rs. {Total_Value}

Booking Amount: Rs. {Booking_Amount}/-

Possession Date: {Possession_Date}

Download Agreement: {Document_Link}

For assistance: {Agent_Name} – {Agent_Phone}

#39 Rental Property Inquiry*For rental properties*

Hello {Name},

Thank you for your rental inquiry.

Available Property Details:

Type: {BHK} BHK

Location: {Area}, {City}

Floor: {Floor}

Rent: Rs. {Rent}/month

Deposit: Rs. {Deposit}/-

Available From: {Available_Date}

Would you like to schedule a visit?

Call: {Agent_Phone}

- {Company_Name}

#40 EMI / Payment Schedule*For under-construction properties*

Payment Reminder – {Project_Name}

Hello {Name},

This is a reminder for your upcoming installment.

Installment No: {Installment_No}

Stage: {Construction_Stage}

Amount Due: Rs. {Amount}/-

Due Date: {Due_Date}

Payment Details:

Account: {Bank_Account}

IFSC: {IFSC}

Please share payment proof via WhatsApp: {WhatsApp_No}

For queries: {Phone} | {Company_Name}

General Business

#41 Welcome / Onboarding Message

For new customer sign-ups

Welcome to {Company_Name}!

Hello {Name},

We're excited to have you with us.

Your account details:

Username: {Username}

Dashboard: {Dashboard_Link}

Getting Started:

1. {Step_1}

2. {Step_2}

3. {Step_3}

Need help? Reply here or contact: {Phone}

#42 Feedback / Survey Request

To request feedback after service use

We Value Your Feedback 

Hello {Name},

You recently used our {Service_Name}.

We would love to hear your experience.


Please take 2 minutes to complete this survey:
{Survey_Link}

Your feedback helps us improve.

Thank you!
– {Company_Name}

#43 Discount / Offer Message

For seasonal or festival offers

Special Offer Just for You 

Hello {Name},

Enjoy an exclusive discount on your next purchase!

Get {Discount}% OFF
Use Code: *{Coupon_Code}*

Valid Till: {Expiry_Date}

Shop Now: {Shop_Link}

Hurry! Offer valid for a limited time.

– {Company_Name}

#44 Appointment Booking Confirmation*For service businesses*

Booking Confirmed – {Company_Name}

Hello {Name},

Your service appointment has been confirmed.

Service: {Service_Name}

Executive: {Staff_Name}

Date: {Date}

Time: {Time}

Address: {Address}

Please arrive 5 minutes early.

Reschedule/Cancel: {Phone}

#45 Complaint / Ticket Acknowledgment*Upon receipt of a customer complaint*

Complaint Received – {Company_Name}

Hello {Name},

Your complaint has been successfully registered.

Ticket ID: #{Ticket_ID}

Issue: {Issue_Summary}

Expected Resolution Time: {ETA}

You can track the status here:

{Tracking_Link}

For urgent help, call: {Phone}

#46 Referral Program Message*To invite referrals*

Earn Rewards with Referrals 🎁

Hello {Name},

Invite your friends and earn rewards!

Your Referral Code: *{Ref_Code}*

How it works:

1. Share your code: {Share_Link}
2. Your friend signs up
3. You earn: Rs. {Your_Reward}/-
4. Your friend gets: Rs. {Friend_Reward}/-

Track earnings: {Dashboard_Link}

Start sharing today!
– {Company_Name}

#47 Renewal / Subscription Expiry*For any subscription service*

Subscription Expiry Alert

Hello {Name},

Your {Service_Name} subscription will expire in {Days} days.

Expiry Date: {Expiry_Date}
Renewal Amount: Rs. {Amount}/-

Renew now to avoid service interruption.

Renew Here: {Renew_Link}

Early Renewal Offer: {Renewal_Offer}

Support: {Phone} | {Company_Name}

#46 Referral Program Message*To invite referrals*

Earn Rewards by Referring Friends 🎉

Hello {Name},

Invite your friends and earn rewards!

Your Referral Code: *{Ref_Code}*

How it works:

1. Share your referral code: {Share_Link}
2. Your friend signs up using your code
3. You earn: Rs. {Your_Reward}/-
4. Your friend gets: Rs. {Friend_Reward}/-

Track your earnings here:

{Dashboard_Link}

Start sharing today and earn more!

— {Company_Name}

#47 Renewal / Subscription Expiry*For any subscription service*

Subscription Expiry Alert

Hello {Name},

Your {Service_Name} subscription will expire in {Days} days.

Expiry Date: {Expiry_Date}

Renewal Amount: Rs. {Amount}/-

Renew now to continue enjoying uninterrupted service.

Early Renewal Bonus:

{Renewal_Offer}

Renew Here: {Renew_Link}

For assistance, contact:

{Phone} | {Company_Name}



Ready to Send These Templates?

Upload these templates on QuickMessage.in, automate them, and see the results!

No credit card required • Setup in 24 hours • Indian support team

Official Meta
Partner

99.9% Uptime
SLA

Support Team

24 Hrs Setup

Campaign
Manager

Team Inbox

Real-Time
Analytics

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Your responses have been recorded.

Thank you for your time!

If there's anything else you wish to share with our team, please email
sales@quickmessage.in

