

40+ WhatsApp Message Templates

Copy any of these messages, personalise the brackets, and send. Sorted by situation.

GREETING MESSAGES

â€ Hello [Name]! Welcome to [Business]. How can I help you today?

â€ Hi there! Thanks for reaching out to [Business]. What are you looking for?

â€ Good [morning/afternoon] [Name]! Great to hear from you. What can we do for you?
you?

FOLLOW-UP MESSAGES

â€ Hi [Name], just checking in. Did you get a chance to review the details I sent? Happy to answer any question
sent? Happy to answer any questions.

â€ Hello [Name], I wanted to follow up on your enquiry about [Product/Service]. Are you still interested?
Are you still interested?

â€ Hi [Name], we noticed you have not confirmed your order yet. Is there anything holding you back? We are he
anything holding you back? We are here to help.

OFFER / PROMOTION MESSAGES

â€ Hi [Name]! We have a special offer this week: [Offer Details]. Interested? Reply YES and I will share the full
Reply YES and I will share the full details.

â€ Hello! We just restocked [Product]. First-come-first-served. Want me to reserve one for you?
reserve one for you?

ORDER CONFIRMATION

â€ Hi [Name], your order is confirmed! [Product] - [Price]. Expected ready/delivered: [Date]. Thank you!
ready/delivered: [Date]. Thank you!

â€ Order confirmed for [Name]. We will send you a message when it is ready. Any questions, just reply here.
questions, just reply here.

PAYMENT MESSAGES

â€ Hi [Name], the total for your order is [Amount]. Payment details: [UPI/Bank/Card info]. Please send confirmat
[UPI/Bank/Card info]. Please send confirmation after paying.

â€ Hi [Name], we received your payment of [Amount]. Thank you! Your order is now being processed.
now being processed.

CLOSING / THANK YOU MESSAGES

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â€ Thank you for choosing [Business], [Name]! We hope to see you again. If you are happy, a quick Google review helps us a lot.

â€ It was great helping you today, [Name]! Feel free to message any time. We are always here.

REVIEW REQUEST

â€ Hi [Name], we hope you are enjoying [Product/Service]. If you have 2 minutes, a Google review would help other customers find us: [Link]

OUT OF STOCK / DELAY

â€ Hi [Name], we are sorry â [Product] is out of stock right now. Expected date: [Date]. Should I put you on the waitlist?

â€ Hi [Name], we have a small delay on your order. New expected date: [Date]. We are sorry for the wait!

BROADCAST ANNOUNCEMENT TEMPLATE

â€ Hello from [Business]! [Announcement in 1-2 sentences]. [Call to action â reply, call, or visit]. Thank you!

See the Broadcast Pack PDF for 12 ready event and offer announcements.