

Date: [Current Date]

To: [Client Name]

Address: [Client Address]

Dear [Client Name],

This is a reminder of your upcoming therapy appointment with [Therapist Name] at [Clinic/Practice Name].

Appointment Details:

Date: [Appointment Date]

Time: [Appointment Time]

Location: [Physical Address or Telehealth Link]

Please arrive a few minutes early to settle in. If this is a remote session, please ensure your internet connection and video software are ready at the scheduled time.

Cancellation Policy:

If you need to reschedule or cancel your appointment, please provide at least [Number] hours' notice. Cancellations made with less than [Number] hours' notice may be subject to a fee of \$[Amount].

If you have any questions or need to make changes, please contact us at [Phone Number] or [Email Address].

We look forward to seeing you.

Sincerely,

[Practice Name]

[Contact Information]