

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Instructions for Your Holistic Wellness Assessment

Dear [Client Name],

Welcome to your wellness journey. To provide you with a comprehensive plan tailored to your unique needs, we will begin with a Holistic Wellness Assessment. This process evaluates your physical, mental, emotional, and lifestyle health.

Please follow these instructions to complete your assessment:

- **Step 1: Online Questionnaire**
Please click the following link to complete the intake form: [Link]. This should take approximately 20-30 minutes. Please be as detailed as possible regarding your sleep, nutrition, and stress levels.
- **Step 2: Wellness Journaling**
For the next three days, please keep a brief log of your energy levels, mood, and any physical discomfort. You can bring this log to our first session.
- **Step 3: Schedule Your Consultation**
Once your questionnaire is submitted, please use our booking calendar at [Link] to schedule your 60-minute review session.

Preparation for Our Session:

Ensure you are in a quiet, comfortable space. Have a glass of water and a notebook ready. We recommend avoiding heavy caffeine intake two hours prior to our meeting to ensure an accurate assessment of your resting state.

If you have any questions or technical difficulties, please contact us at [Phone Number] or [Email Address].

Be well,

[Your Name/Signature]

[Your Title/Company Name]