Subject: Reminder: Upcoming Appointment and Outstanding Intake Forms

Dear [Client Name],

This is a friendly reminder of your upcoming appointment scheduled for:

Date: [Date]
Time: [Time]
Location/Link: [Location or Virtual Link]

In preparation for your visit, our records show that we have not yet received your completed intake forms. To ensure we have all the necessary information and to maximize our time during your session, please complete the following:

- [Link to Online Intake Form or List of Required Documents]
- [Required Form 2]

Please submit these forms by [Date/Time] or at least 24 hours prior to your appointment. If you have already submitted these documents, please disregard this request.

If you need to reschedule or have any questions, please contact us at [Phone Number] or [Email Address] as soon as possible. Please note our cancellation policy requires [Number] hours' notice.

We look forward to seeing you soon.

Best regards,

[Your Name/Practice Name]
[Contact Information]
[Website]