

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

It was a pleasure meeting with you on [Date of Consultation] to discuss your nutritional goals and wellness journey. As we discussed, consistency is key to achieving the results you are looking for.

Below is a summary of the Action Plan we developed during our session:

- **Primary Goal:** [Insert Goal, e.g., Lowering cholesterol/Weight management]
- **Daily Habit Change:** [Insert specific habit, e.g., Increasing water intake to 64oz]
- **Dietary Adjustment:** [Insert adjustment, e.g., Adding one serving of leafy greens to lunch]
- **Physical Activity:** [Insert activity, e.g., 20-minute walk 3 times per week]

I have attached the [Meal Plan/Guide/Resource Name] we talked about to help you stay on track. Remember that small, sustainable changes lead to long-term success. Do not worry about perfection; focus on progress.

Our next follow-up appointment is scheduled for:

**Date:** [Date]

**Time:** [Time]

If you have any questions or encounter any challenges before our next meeting, please feel free to reach out via email or phone.

Best regards,

[Your Name]

[Your Title/Credentials]

[Your Practice Name]

[Phone Number]

[Email Address]