

Remote Consultation Steps

Dear [Recipient's Name],

We are pleased to inform you about the steps for your upcoming remote consultation:

1. **Schedule Your Appointment:** Please visit our website or call our office to choose a convenient time for your consultation.
2. **Set Up Your Communication Platform:** Ensure you have the necessary software installed, such as Zoom or Skype, depending on what we use.
3. **Confirm Your Details:** A reminder email with a link to the consultation will be sent to you 24 hours prior to your appointment.
4. **Prepare for Your Consultation:** Make a list of questions or topics you would like to discuss during the meeting.
5. **Join the Meeting:** Click the link provided in the reminder email to join the consultation at the scheduled time.
6. **Follow Up:** After the consultation, expect a follow-up email with notes and next steps.

If you have any questions, please don't hesitate to contact us.

Sincerely,
[Your Name]
[Your Title]
[Your Contact Information]