

No-Show Appointment Policy

Dear [Client's Name],

We hope this message finds you well. We would like to take a moment to inform you about our no-show appointment policy to ensure that our services are effective and accessible to all clients.

If you are unable to attend a scheduled appointment, we kindly ask that you provide us with at least [insert time frame, e.g., 24 hours] notice. This allows us to accommodate other clients who may need an appointment.

In the event of a no-show, we will implement the following policy:

- First No-Show: A reminder of our policy will be sent to you.
- Second No-Show: A fee of [insert amount] will be charged to your account.
- Third No-Show: We may require you to reconfirm your commitment to therapy before scheduling future appointments.

We understand that emergencies and unforeseen circumstances can arise. If you have any questions or concerns regarding this policy, please do not hesitate to reach out to us.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Counseling Service Name]

[Contact Information]