

# No-Show Appointment Policy for Fitness Training

Dear [Client's Name],

We hope this message finds you well. We would like to take a moment to remind you of our no-show appointment policy regarding fitness training sessions.

At [Gym/Training Center Name], we value your time and commitment to your fitness journey. Our trainers prepare personalized sessions tailored to your needs. However, when appointments are missed without prior notification, it affects our ability to serve all clients effectively.

## **No-Show Policy:**

- A 'no-show' is defined as failing to attend a scheduled appointment without a minimum of [24/48] hours notice.
- After [two/three] no-shows, we reserve the right to charge a fee of [amount] for the missed session.
- Clients who arrive more than [x minutes] late may be considered as a no-show and will not be eligible for a refund.

We appreciate your understanding and cooperation in adhering to this policy. If you have any questions or need to reschedule your appointment, please do not hesitate to contact us.

Thank you for being a valued member of [Gym/Training Center Name]. We look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Position]

[Gym/Training Center Name]

[Contact Information]