

Confirmation of Counseling Session

Dear [Client's Name],

This letter is to confirm your upcoming counseling session. Below are the details:

Date: [Date]

Time: [Time]

Location: [Location]

Counselor: [Counselor's Name]

Please arrive at least 10 minutes early to complete any necessary paperwork. If you need to reschedule, feel free to contact us at [Contact Information].

We look forward to seeing you.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]