

Dear [Client's Name],

We are writing to confirm your mental health evaluation appointment scheduled for:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

Please arrive at least 15 minutes early to complete any necessary paperwork. If you have any questions or if you need to reschedule, feel free to contact us at [Insert Contact Information].

We look forward to seeing you.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]