

Itinerant Services Coordination for Remote Counseling

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Coordination of Remote Counseling Services

Dear [Recipient Name],

I hope this message finds you well. I am writing to coordinate the itinerant services for remote counseling that we have discussed previously. As we aim to provide support to our clients effectively, it is essential to ensure that all logistical elements are firmly in place.

Below are the details regarding the remote counseling sessions:

- **Service Provider:** [Provider Name]
- **Client(s):** [Client Names]
- **Session Dates:** [Insert Dates]
- **Platform:** [e.g., Zoom, Skype]
- **Access Links:** [Insert Links]
- **Support Materials:** [Insert Materials]

Please confirm your availability for the proposed dates and inform me if there are any changes necessary. Your collaboration is vital in ensuring the success of these remote counseling sessions.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name] [Your Position]

[Your Contact Information]