

# Appointment Confirmation

Dear [Client's Name],

We are pleased to confirm your counseling appointment with [Counselor's Name] on [Date] at [Time]. The session will take place at [Location].

Please arrive a few minutes early to complete any necessary paperwork.

If you have any questions or need to reschedule, feel free to contact us at [Phone Number] or [Email Address].

We look forward to seeing you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]