## **Coaching Session Confirmation**

Dear [Coachee's Name],

This is to confirm your attendance for the upcoming coaching session scheduled for:

Date: [Date]

**Time:** [Time]

**Location:** [Location/Platform]

Please feel free to reach out if you have any questions or need to reschedule.

Looking forward to our session!

Best regards,
[Your Name]
[Your Title]
[Your Contact Information]