

Follow-Up for Pre-Coaching Session Materials

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding the pre-coaching session materials we discussed. As we prepare for our upcoming session on [Date], I believe having these materials will greatly enhance our time together.

If you could please send the materials by [specific date], it would be greatly appreciated. This will allow us to cover all necessary topics effectively during our session.

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

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