

Email from counsellor to organisational clients entering into counselling sessions with Evolve

Dear.....

Thank you for choosing remote counselling with Evolve. Please take note of the important information below regarding your appointments and contract.

Our initial appointment has been booked for (date)

We have agreed (no of sessions) for your course of therapy.

Please call (telephone number or video tool address) at our appointment time and I will be waiting.

I have attached are counselling contract. Please read and return a copy to me by email, adding your name, acknowledging that you have read and understood the terms. You may wish to password-protect the document as a security measure. Alternatively, you can email me your acceptance of the contract.

Please note: Our sessions will not be able to go ahead until I have received confirmation from you that you are happy with the counselling contract.

I am looking forward to working with you over the coming weeks. Any questions please call my telephone number or email me.

With best wishes.

Yours sincerely

Counsellor

On behalf of Evolve Counselling