

email from counsellor to private clients

Dear.....

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

Our appointment has been booked for (date)

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

Please call telephone number, access video tool address or come to address) at our appointment time and I will be waiting.

Our session fee has been agreed at (£.....). This payment will need to be transferred at least 48 hours before the session commences into the following bank account:

Name:

Bank:

Sort Code:

Account Number:

If your payment is not received at least 48 hours before the appointment time, your session cannot be guaranteed. If you have any difficulty making your payment, please contact me.

I have attached the counselling contract. Please add your name and return to me by email. 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 and your payment has been received.

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

On behalf of Evolve Counselling