

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

This is a friendly reminder of your upcoming therapy appointment with me on [Date] at [Time]. Our session will be held at [Location/Platform if virtual].

Please remember to bring any relevant materials and arrive a few minutes early to settle in. If you need to reschedule or have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Looking forward to seeing you soon.

Best regards,

[Your Name]
[Your Credentials]
[Your Practice Name]