**YOUR NAME OR COACHING COMPANY NAME**

## 123 Street Address, City, ST 00000 | (000) 000-0000 TEL | (000) 000-0000 FAX

www.YourSite.com | YourEmail@YourSite.com

**"WELCOME TO COACHING WITH ME!"**

Hello \_\_\_\_ (Client Name), 00/00/2021

Congratulations on your decision to take that very first step towards reaching your desired goals. For that, I'm very happy you chose me to work with you as your *(enter your niche)* coach. We have a lot to look forward to, much work to get done, and your goals to achieve! Let's get started!

Enclosed you will find the following documents:

* Welcome Letter
* Coaching Agreement
* Client Intake Form
* Role Of The Coach & Client
* Session Preparation Forms
* The Wheel Of Life Form
* Self-Assessment Forms
* Goals & Action Form Worksheets

**INSTRUCTIONS & HELPFUL TIPS:**

So we both can prepare for your first coaching session, please have the following documents completed, signed and sent back to me BEFORE your first coaching session with me.

**FORM ACTION TO TAKE**

1. *Coaching Agreement* Complete and fax (or scan and email) to me.

2. *Coaching Terms & Guidelines* Complete and fax (or scan and email) to me.

3. *Client Intake Form* Complete and fax (or scan and email) to me.

If you have any questions in advance of the first session, do not hesitate to call or email me. I look forward to our first coaching session.

*Your Signature*

Your Name, Coach

COMPANY NAME

Telephone Number

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