

# Emails to Clients: Three Examples

## **EMAIL CONTACT: VERSION 1**

Dear Alan

I am sorry that you were not able to attend our scheduled appointment today (DATE/TIME). We have another appointment booked for the same time next week and I will look forward to you attending.

Please do contact me if you anticipate any problems.

Yours

Andrew

Andrew Reeves

Counsellor

## **EMAIL CONTACT: VERSION 2**

Hi Alan

Sorry you weren't able to come to our appointment today (DATE/TIME). Hope things are okay with you? We've another booked next week at the same time – hope you can make it. Let me know if there's a problem.

Cheers

Andrew

Andrew Reeves

Counsellor

### **EMAIL CONTACT: VERSION 3**

Alan

Well, where did you get to? We were meant to meet and you didn't show up! I'll be here same time next week so hopefully you'll make it too. Give us a ring if you're not able to come.

Thanks mate  
Andrew

Andrew Reeves  
Counsellor