

# Welcome To Coaching | Client Welcome Letter

## Dear Client:

I am pleased to welcome you as my client, and I look forward to collaborating with you over the coming months and, hopefully, years.

Your coaching calls are scheduled for:

**Day:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** From \_\_\_\_\_ to \_\_\_\_\_

▶ Eastern ▶ Central ▶ Mountain ▶ Pacific ▶ Other: \_\_\_\_\_

We have agreed to initially work together for at least \_\_\_\_\_ months at a rate of \$\_\_\_\_\_ per month.

**I will be calling you at** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**You will be calling me at** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

I would like for you to complete the enclosed forms, based upon what you are seeking to accomplish during coaching.

▶ \_\_\_\_\_

▶ \_\_\_\_\_

▶ \_\_\_\_\_

▶ \_\_\_\_\_

▶ \_\_\_\_\_

Thank you for the privilege of serving you.

**Warmest regards,**

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