

Sample Welcome Letter #2: Welcome

Dear _____,

Welcome to the journey of coaching. I am confident it will add an element that will enhance and deepen the experience of your Life Path.

I'm eager to begin, and in this packet I have included a few items that will get us moving efficiently and powerfully.

I invite you to take some quiet time to be with the forms and questions enclosed and to allow your responses to emerge clearly from within. Occasionally, you might just get a feeling for an answer and be moved to stay with that rather than use words to answer. That's perfectly fine, too.

What I'd like you to send (fax, email) back to me before our first session (make necessary copies for you):

- >> The signed agreement (policies and procedures) page
- >> The completed questionnaire
- >> The personal information sheet
- >> The Primary Focus work sheet
- >> The Wheel of Life
- >> The Goals worksheets
- >> Your payment for the discovery sessions and, if possible, the first month of coaching

The following are for you to keep. We'll be working with these as time goes on:

- >> The Daily Habits worksheet
- >> The Session Preparation worksheet

I'll look forward to your return mail or fax and continuing our work together on (date and time). Please call on XXX-XXX-XXXX.

Warmly,