

Sample Welcome Letter #3: Agreements

Confidentiality:

Our relationship is completely confidential. I will not be telling anyone you are my client and I will not reveal the content of our coaching sessions to anyone. This is sacred. You are free to share whatever you choose from our sessions with anyone.

Time:

We will begin and end our sessions on time, in honor of our commitment.

Schedule:

Please call at your scheduled time. If you are early I may be completing another session. Please simply call back in a minute or two. If you need to reschedule I would appreciate 24 hours notice. I will do all I can to reschedule within the same week. In our busy lives, each of us will occasionally need to move a session. I will extend to you the same courtesy, and give you as much advance notice as possible.

Fees:

My fees are \$XXX for the discovery session and \$XXX for four sessions (half-hour each) per month.

In-Between Sessions:

If you would like to share a success or a problem with me at non-coaching times you may contact me via email, fax (XXX-XXX-XXXX), or leave me a voice mail.

Completing Our Relationship:

When you decide it is time to end our coaching relationship, please give me two weeks notice. This will give us time to capture your learning and strategize for what is next in your life.

Finally, if I ever say or do something that upsets you or doesn't feel right, please bring it to my attention. I promise we will work to strengthen our relationship so that it supports your growth.

I look forward to our journey.