

Sample Coaching Contract Letter

Dear XXXX,

Please complete the enclosed items and return them to me by mail at your earliest convenience. Feel free to return digital copies if this is more convenient.

I will keep the other forms in my records, and I recommend you do the same.

We have agreed to meet at a time and date that is mutually convenient and for XX minutes each meeting at a cost of XXX US dollars per session. I am also available to you via email, and I am happy to be in touch with you between appointments in this manner. If we ever need to modify our meeting frequency or times, I am happy to do so.

If you have questions, or want to leave a voice mail message please call me at XXXXX or email me at XXXXX. I do check my voice mail and email regularly.

I am looking forward to getting started. In the meantime, do not hesitate to email or call if I can be of any help!

Best regards,
XXXXXX

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