



5 email templates designed to make communicating with your clients easier and more consistent.

The community for mental health professionals.

A free, secure space for mental health professionals to collaborate with and meet new colleagues, support each other with referrals and stay connected to a trusted network of peers.

Join Today



Table of Contents

Email Template For Raising Your Rates	Page 3
Email Template For Confirming Cancelled Appointments	Page 4
Email Template For Appointment Confirmations	Page 5
Email Template For Outdated ID & Insurance Cards	Page 6
Email Template For Updated Demographic Information	Page 6





Email Template for Raising Your Rates

Why do you need to send your clients an email regarding fee increases?

Once you've had an in-person conversation and notified your clients about an upcoming rate increase, it's important to establish an official paper-trail and record of that notice. Giving your clients time to prepare and proper time.

Template

Hi [Name],

As we discussed at the end of our meeting, I will be raising my service fee from **[current price]** to **[new price]**. This increase will take effect on **[date]**. I've enjoyed working with you and hope that our relationship extends well into the future.

If you have any questions about this rate change, please contact me at **[emailaddress]** or directly on my cell phone at **[phone number]**.

Kind regards, [Your Name]



Email Template for Confirming Cancelled Appointments

This email template can be edited and used to confirm appointment cancellations with your clients.

Template

Dear [Name],

This email serves as a notification that you have cancelled your appointment on [date] at [time]. If you would like to reschedule, please contact our office at [phone number] between the hours of **[X - X]**. We will try to accommodate you at your earliest convenience.

Include the following if the cancellation was late and you have a late cancellation policy in place:

As per our late cancellation policy, you will be charged **[x amount]** for canceling your appointment without providing a 24 hour notice. This amount must be paid in full before you can make your next appointment. In the future, please provide our office 24 hoursnotice if you will be unable to make your scheduled appointment in order to avoid the late cancellation fee.

Thank you for your understanding and we look forward to serving you in the future.

Kind regards,

[Your Name] [Contact Information & Signature]



Appointment Confirmation Email Template

Why is a confirmation email needed?

The purpose of your confirmation email is to let your client know the whats, whens, and wheres of their appointemnt, further ensuring they don't miss your appointment. Your confirmation email should inform the client of what type of confirmation you've set (an appointment), when the appointment is scheduled (date and duration), and where you will meet (including your address, contact details, and directions, if necessary).

Template

Hi [Client Name],

Here's a confirmation letter that I've scheduled your appointment. We're set to meet on **[day of the week]**, **[month/ date/ year]** at **[digital time]** am / pm.

My address is: **[address information] [optional: directions]** If you have questions, please reach me at **[phone number]** or via email at **[email address]**.

[optional for new clients]:

Have questions about what to expect during our meeting? Check out this page: What to Expect on Your First Appointment. I look forward to meeting with you.

See you soon!

[Your name] [Contact Information & Signature]





Outdated I.D. and Insurance Card Email Template

This email template can be edited and used to notify your clients when their insurance card or I.D. is out of date.

Template

Dear [Name],

Our records show that your I.D. and insurance card are out of date in our system. To properly serve you, it is necessary that our office have the most up to date documents.

Please bring your new I.D. and/or insurance card to our office during your next appointment on **[insert date]**.

Please don't hesitate to reach out if you have any questions. Thank you again for letting us serve you.

Kind regards,

[Your Name] [Contact Information & Signature]

Update Demographics in Client Portal Email Template

This email template can be edited and used to notify your clients when they need to update their demographic and insurance information via your client portal.

Template

Dear [Name],

Our records show that your demographic and insurance information has not been updated in the past year. It is necessary for our office to have the most up to date information so we can continue to properly serve you.

You can confirm or update your information by logging into our Client Portal at [web address]. Demographic and insurance information that is not correct can be directly updated in the portal.

Please let us know if you have any questions. Thank you again for letting us serve you.

Kind regards,

[Your Name] [Contact Information & Signature]



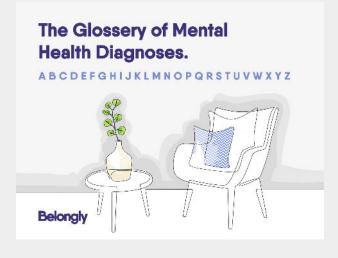
340 (and the second			Old Central Names (XXXD-XXXZ)
Exploring Service VMA(0) 1971			Expension (MM TO YYYY)
Appendix 2	INAME OF CON	VENINS PROVIDER OR CI	INVENING FACILITY)
Element of France "Count frank Enternate for Headle Care Street and Environ" Studie the No. Suppress And	Good Path 5	stimate for Health Care II	ers and Services
(For same by health care providers no later than January 1, 2002)	Padent	10000000	Street St.
Inductions	Padeld Full Name	Middle Marter	Last Northe
Under Bestim 2006 4 of the Table Health Registry Annum 44, see the care provides a well health new facilities are second to provide a good fails investigated or payment subarges for three or do annuma to the subarges who are and another or a prime or overage) at a Factorial leader, sam property, or not seeking to the prime with many plan at seconds or a plan or overage) at a Factorial leader, sam property, or not seeking to the prime with many plan at seconds or a plan or overage), and an entries at the prime of a standing table that the times used teachers.	Patient Cate of Birth:		
This form may be used to the health own providers to inform individuals after one net consider in a plan or	Patient Identification Mandon		
commaps or a featural health care program (anonazed interductic) or indenticate role are evenled but not maxima to file a claim with their plan or coverage (belf-care index) classified of the expected charges they may be	Patient Malley Address, Phase Humler, and Engli Address		
billed for securing on two hash's sets terms and sections 4, good table estimates multi-segmentation and the T business days can secure. The function regarding statistical terms and any room result to the statistical estimat business days of scheduling anytem to anyone to be provided in 3 business days and written is the statistical estimates and including any term or securing the simulation of statistical TB business days.	Street or PO Rise		Zaatinord
tertament of an over an advector to be previous to an ease of the entropy. To use this medial motion, the provider or facility must fill in the blanks with the appropriate information, MHC	DIV.	8309	29 0:00
consider was of the indemotion is be pool faith compliance with the pool faith estimate requirements to inform as individual of expected dhapps. Use of this model notice in the required ratio provided as a means of Autiliative compliance with the autiliative indian equipments, through use some fame is maintaine, including the	More		
process of service required information is necessary to begin the patient provider depute resolution process	Ernel Address		
Note: The information proceed in these interactions is intended and the targeted information survey of the chicked gain interaction. In some interaction is intertity along of the charters is regulations, or formal pulses patieners approximately to an advance and the interaction. Experimentary experiments, and other information encounted to comprehense and current information. Experiments of the descention information encounted to comprehense and current information. In Experiments of the descention.	Pellerf's Contael Puterence	118ymai 11	Dy email
Health care providers and facilities should not include these	Padent Dagrasis		
instructions with the documents given to patients.	Printary Service or Berli Request	int/ticbodured	
Paperwork Reduction Act Statement	Patient Printary Giagnosis		Primary Biognosis Code
According to the Expension Reduction. Let of 1995, no persons are required to a collection of attractions unless if departure a solid Office of Managament and Reduct 2016, under its address The valid DRMs beams in surgery for the advancement indextor is 10040000. The tractice surgery for compare the information tractice and the second secon	Podent Secondary Diagnosis		Secondary Diaprosis Cecle
Indication is estimated in annual 12 many an experience including the form is inverse on unitaries, examines atting data incorases, gather the data coefficient and concluses and incore the information collection. Providese concentration concentring the annual of the time assimted to a segmether to the improving the form, plases with the COIX TRDE though burywell, Alto, MA hepots d'assemble CHEss, Mal Blac CHESS, Bullmore, Marylen 2144-1910.			
12 March 12			
Belonaly			



Good Faith Estimate Form For Therapists [Free Downloadable Template]

The 2022 Mental Health Professionals Industry Resource Map





Publishing For Therapists

The Glossary Of Mental Health Diagnoses

The community for mental health professionals.

A free, secure space for mental health professionals to collaborate with and meet new colleagues, support each other with referrals and stay connected to a trusted network of peers.

Join Today

Learn More

Belongly is a secure private platform. Currently, we only accept US-based therapists.



Connect

Meet other psychologists, social workers, and mental health professionals who share your specialties, interests, and day-to-day challenges.

See who's on Belongly





Consult on cases, securely discuss specific issues, and learn from a protected space. Help one another by giving and receiving professional support.

Get Connected



Curate

With Belongly, you can find and subscribe to the latest industry news, research, and curated articles you need to stay current and informed.

Subsscribe To Publications



Cultivate

Grow your practice with referrals from the community, and develop your business with tools, advice, best practices, and continued training.

Exchange Referrals