**Welcome Letter**

A welcome letter is essential for new clients. In essence, it’s not just a letter but other documents as well that your client should receive when they sign up.

What you put with your welcome letter is up to you but it should include:

* Payment Arrangement Form
* Checklist: Preparing for a training session
* Coaching Agreement

It could also include a client questionnaire, PAR-Q forms and other documents such as those. It’s up to you as to what should be in your welcome letter pack. Below is an example of a welcome letter, edit it to suit your needs.

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Your Logo Here

Your details

Address

Date

Client Name

Client Address

Dear

A warm welcome and thanks for choosing to train with me. I am extremely excited that we can work together, identifying your unique goals and training towards them.

I have included a number of documents for you to take a look through including:

* Two copies of the Coaching Agreement. Please sign and return both to me. I will sign them and then we will each have a copy.
* PARQ-Form
* Client Information Questionnaire
* Payment Arrangement Form

If you have any questions about these forms or anything else before our first scheduled session, please do not hesitate to contact me.

Your Signature

Your Name (printed)

Email address

Contact number