

Welcome to [Your Business Name]

Subject: Preparing for your upcoming massage session with [Your Business Name]

Dear [Client Name],

We are delighted that you have chosen [Your Business Name] for your massage therapy needs. Our mission is to provide a sanctuary for recovery, relaxation, and clinical excellence. To ensure you have the most seamless experience possible, we have outlined a few details to help you prepare for your first visit.

Prior to Your Arrival

- **Digital Intake:** Please complete the **Client Release & Health History Form** before your appointment. This allows your therapist to review your needs in advance and maximizes your time on the table.

What to Expect

- **Arrival:** Please arrive **[5–10]** minutes early to settle in and enjoy a complimentary tea or water.
- **The Consultation:** Your session will begin with a brief discussion regarding your goals for the day—whether that is targeted pain relief or total relaxation.
- **Your Comfort:** You are always in control. Whether it is the pressure of the massage, the room temperature, or the volume of the music, please do not hesitate to speak up. This is *your* time.

Clinic Policies

- **Cancellation Policy:** We value your time and our therapists' expertise. If you need to reschedule, please provide at least **[put what you want here]** hours' notice to avoid a cancellation fee.
- **Professional Boundaries:** Our clinic maintains a strictly professional, therapeutic environment. Our therapists are TN licensed massage therapists dedicated to your physical health.

Location & Parking

We are located at: **[Insert Address/Suite Number] [Specific Parking Instructions, e.g., "Park in the rear lot in spaces marked 10-15"]**

If you have any questions or specific requests before we meet, please feel free to reach out via email or at **[Phone Number]**.

We look forward to helping you feel your best.

In health,

The Team at [Your Business Name] [Website Link] [Social Media Handles]