

Notice of Appointment for School or Work

Today's Date: _____

To: Whom It May Concern

Re: Time away from School or Work

Client Name: _____

This *Notice of Appointment* confirms that my client listed above attended an appointment for clinical services at my office on the following date(s)/time(s):

DATE OF APPOINTMENT(S)	TIME OF APPOINTMENT
	am / pm
	am / pm
	am / pm
	am / pm
	am / pm

Please allow this notice to serve as reasonable explanation of the absence.

Respectfully,

Bill Mory, Ed.S.
License Professional Counselor
Licensed Marriage and Family Therapist