

Melissa Morrison, MFT

515 Court St, Reno, NV 89501

Late Cancellation and No-Show Policy

Dear Client,

In order to provide the best care to all my clients and maintain an efficient schedule, I have established the following late cancellation and no-show policy for my therapy practice.

Policy Details

- **Late Cancellation:** If you need to cancel or reschedule your appointment, please provide at least 24 hours' notice. Appointments canceled with less than 24 hours' notice will be charged the full amount of the session.
- **No-Show:** If you do not attend your scheduled appointment and do not provide advance notice, you will be charged the full session fee.
- **Payment Responsibility:** The fee for late cancellation or no-show must be paid before scheduling future appointments.
- **Exceptions:** I understand that emergencies and unforeseen circumstances can arise. Please discuss any such situations with me directly as soon as possible.

Your understanding and cooperation help ensure that I can offer timely care to all clients who need it. If you have any questions about this policy, please feel free to contact me.

Sincerely,

Melissa Morrison, MFT

Signature:

Date: