

## **Introspective Alliance, LLC**

### Late Cancellation and No Show Policy

Elizabeth Otto, LPC

To all clients:

This letter shall serve as notification of charges for failing to cancel appointments in a timely manner. Clients will henceforth be charged the sum of **\$50** if a client should cancel a scheduled appointment with Elizabeth Otto, LPC of Introspective Alliance, LLC in less than 48 hours of the time of that scheduled appointment. Should a client cancel in less than 24 hours or fail to show up (answer the phone call or join the video session), the charge will be the entire cost of the session.

The client is to pay the respective fee prior to the next session, should there be a late cancellation or what would be constituted as a no show for a given appointment.

Sincerely,

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Elizabeth Otto, LPC  
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