Dear XX,

Due to unforeseen circumstances, I am not available for our board approved supervision today. I sincerely apologise for the short notice and any inconvenience caused. It is important while I am away that you continue to seek supervision in line with your 1:17 hour ratio requirement.

Please seek secondary supervision to ensure that you are continuing to be supported. Provisional Psychologist Hub have appointments available this week that you can book online. I have included a link to their online portal following along with information on their supervision services and any costs involved.

<https://www.provisionalpsych.com.au/supervision>   
<https://www.provisionalpsych.com.au/supervisionbookingportal>

Thank you in advance for your understanding and I look forward to speaking at our next appointment.

Kind regards,