

[Your Name]  
[Your Title]  
[Your Practice Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Client's Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

I hope this letter finds you well. I wanted to take a moment to reflect on your progress in therapy and highlight some key areas of growth since we began our sessions.

1. **\*\*Goals Achieved:\*\***

- [Specify goal or objective]
- [Describe the client's achievements related to this goal]

2. **\*\*Skills Developed:\*\***

- [List specific skills or coping mechanisms the client has learned]
- [Example of how these skills have been applied in daily life]

3. **\*\*Challenges Overcome:\*\***

- [Identify any challenges the client faced]
- [Discuss how the client worked through these challenges]

4. **\*\*Future Focus Areas:\*\***

- [Outline areas for continued growth or potential goals]
- [Suggestions for next steps in therapy]

I am proud of the progress you have made and encourage you to continue utilizing the skills we have practiced in our sessions. Remember, this process takes time, and you are doing incredibly well.

Please feel free to reach out if you have any questions or concerns.

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Credentials]