

[Your Name]
[Your Title/Position]
[Your Organization/Practice Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Parent's Name]
[Parent's Address]
[City, State, Zip Code]

Dear [Parent's Name],

I hope this letter finds you well. I wanted to take a moment to reach out to discuss [Child's Name] and their progress in therapy.

[Paragraph summarizing recent sessions, including observations, progress, and any concerns.]

As we continue working together, I would appreciate your insights on [specific topics or areas of concern]. Your perspective is invaluable in supporting [Child's Name]'s growth and well-being.

Please feel free to reach out if you have any questions or if there's something specific you would like to discuss in our next session. I am here to support both you and [Child's Name].

Thank you for your continued collaboration.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title/Position]