

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

Dear [Patient's Name],

I hope this letter finds you well. As part of our ongoing commitment to your mental health and well-being, I would like to provide an assessment summary following our recent sessions.

****Assessment Overview:****

- ****Presenting Issues:**** [Briefly outline the issues discussed]
- ****History of Presenting Issues:**** [Summarize relevant history]
- ****Treatment Goals:**** [List goals established together]
- ****Current Progress:**** [Discuss progress made towards goals]
- ****Recommendations:**** [Outline recommendations for continued therapy]

It's important to continue our work together to help you achieve your goals. Please feel free to reach out if you have any questions or need clarification on any aspect of this assessment.

Looking forward to our next session.

Warm regards,

[Your Signature]
[Your Printed Name]
[Your Credentials]
[Your Practice Name]