

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

Dear [Recipient's Name],

Subject: Treatment Plan for [Client's Name]

I hope this letter finds you well. I am writing to outline the proposed treatment plan for my client, [Client's Name], who has been attending therapy sessions since [start date]. Below are the key components of the treatment plan:

1. ****Client Information****

- Name: [Client's Name]
- Date of Birth: [DOB]
- Diagnosis: [Diagnosis]
- Session Frequency: [e.g., weekly, bi-weekly]

2. ****Therapeutic Goals****

- Short-term Goals:

1. [Goal 1]

2. [Goal 2]

- Long-term Goals:

1. [Goal 1]

2. [Goal 2]

3. ****Interventions****

- [Intervention 1, e.g., Cognitive Behavioral Therapy]
- [Intervention 2, e.g., Mindfulness Techniques]

4. ****Progress Monitoring****

- Frequency of assessments: [e.g., every month]
- Methods of assessment: [e.g., questionnaires, verbal feedback]

5. ****Additional Resources****

- [Resource 1, e.g., support groups]
- [Resource 2, e.g., reading materials]

Please let me know if you have any questions or require further information. I appreciate your collaboration in providing the best possible care for [Client's Name].

Sincerely,

[Your Name]
[Your Credentials]
[Your Title]