

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to refer [Client's Name] for therapy services. [He/She/They] has been under my care since [start date], and I believe that [he/she/they] would benefit from your expertise in [specific area, e.g., anxiety, depression, trauma].

[Client's Name] is experiencing [briefly describe the client's issues, concerns, or diagnoses], and despite our work together, I feel that additional support is necessary. [He/She/They] has expressed interest in pursuing therapy focused on [specific goals or outcomes the client is seeking].

I have included [any relevant assessment results, progress notes, or other pertinent information] to assist in your understanding of [Client's Name]'s situation.

Please feel free to contact me if you need further information or to discuss [Client's Name]'s case.

Thank you for your attention to this referral. I am confident that [Client's Name] will benefit from your guidance.

Best regards,

[Your Name]  
[Your Title/Position]  
[Your Organization]