

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

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of occupational therapy services provided by [Therapist's Name/Company Name] on [Date(s) of Service].

I appreciate the comprehensive evaluation and personalized treatment plan that was developed to address [specific needs or goals]. Your expertise and understanding of [specific condition or situation] have significantly contributed to my progress.

Thank you for your support and dedication. I look forward to continuing our partnership in my therapy journey.

Sincerely,
[Your Name]