

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, Zip Code]
Dear [Recipient's Name],

Subject: Request for Occupational Therapy Evaluation

I hope this letter finds you well. I am writing to request a comprehensive occupational therapy evaluation for [Client's Name], who is [age] years old and has been experiencing [briefly describe the client's condition, symptoms, or difficulties]. This evaluation is intended to assess [his/her/their] functional abilities, limitations, and needs in order to develop a tailored intervention plan that will enhance [his/her/their] quality of life and promote greater independence.

[Client's Name] has been facing challenges related to [specific difficulties, e.g., fine motor skills, daily living activities, sensory processing, etc.]. These challenges have impacted [his/her/their] ability to [describe specific activities or skills affected]. We believe that a thorough occupational therapy evaluation will provide valuable insights into [his/her/their] strengths and areas that require support.

The following information may assist you in conducting the evaluation:

- Medical history: [Provide relevant medical history or diagnoses]
- Prior interventions: [Describe previous therapies or interventions, if any]
- Current concerns: [Detail specific concerns from family, teachers, or caregivers]

We would appreciate it if you could arrange for an evaluation at your earliest convenience. Please let us know the available dates and any documentation that we need to prepare beforehand.

Thank you for your attention to this matter. We look forward to your prompt response and your expertise in supporting [Client's Name]'s occupational therapy needs.

Sincerely,

[Your Name]
[Your Title/Relationship to the Client, if applicable]