

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide feedback on my recent experience during my occupational therapy [internship/clinical rotation/placement] at [Organization Name], which took place from [start date] to [end date].

Firstly, I would like to express my gratitude for the opportunity to work alongside such a dedicated and passionate team. The hands-on experience I gained in [specific tasks or areas of focus] has been invaluable to my education and professional development.

I particularly appreciated [specific aspect of the experience, e.g., mentorship by a particular therapist, the approach to patient care, collaborative team meetings, etc.]. This enabled me to [describe a skill learned or personal takeaway].

Additionally, I found that [mention any challenges faced and how they were addressed]. This experience taught me [lesson learned].

Overall, my time at [Organization Name] has significantly contributed to my understanding of occupational therapy practices. I feel more prepared to [describe how you feel more prepared for future practice].

Thank you once again for this enriching experience. I look forward to applying what I have learned as I continue my journey in occupational therapy.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]