

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of the discharge of [Patient's Name] from occupational therapy services, effective [Discharge Date].

Throughout the course of therapy, [Patient's Name] has demonstrated significant progress in [specific skills or goals achieved]. Following our recent evaluation, it has been determined that [he/she/they] have met the established goals for therapy and is ready to transition to [next steps or recommendations, if applicable].

Please feel free to reach out if you have any questions or require further information. Thank you for your ongoing collaboration and support in [Patient's Name]'s care.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]