

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am an occupational therapist specializing in [specific area of expertise, e.g., pediatric, geriatric, mental health, etc.]. I am reaching out to introduce myself and to outline the services I provide during occupational therapy sessions.

During our sessions, the focus will be on [briefly describe the goals or areas of focus, e.g., improving daily living skills, enhancing physical strength, etc.]. I strive to create a supportive and engaging environment tailored to your individual needs and preferences.

Our first session will involve an initial assessment to understand your current challenges and goals. Together, we will develop a personalized treatment plan designed to help you achieve your desired outcomes.

I am excited about the opportunity to work with you and support your journey towards [specific outcome, e.g., improved independence, enhanced quality of life, etc.]. Please feel free to reach out with any questions or to confirm our appointment.

Thank you for considering my services. I look forward to meeting you soon!

Warm regards,

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