

[Your Name]  
[Your Title/Position]  
[Your Organization/Practice Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Recipient Organization/Practice Name]  
[Recipient Address Line 1]  
[Recipient Address Line 2]  
[Recipient City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you about the occupational therapy services we provide at [Your Organization/Practice Name]. Our focus is on enhancing the quality of life for individuals by improving their ability to perform daily activities.

We offer a range of services tailored to meet the unique needs of our clients, including but not limited to:

- Comprehensive assessments
- Personalized treatment plans
- Skill development and rehabilitation
- Community reintegration and support

Our team of qualified and experienced occupational therapists is dedicated to helping clients achieve their goals and regain independence. We take a client-centered approach to ensure optimal outcomes and satisfaction.

If you would like to discuss our services further or refer a client, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. We would be happy to provide any additional information or answer any questions you may have.

Thank you for considering our occupational therapy services.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization/Practice Name]