

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

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

Dear [Recipient's Name],

Subject: Occupational Therapy Scheduling Notification

We are writing to inform you that your occupational therapy sessions have been scheduled. Below are the details of your appointments:

**\*\*Appointment Details:\*\***

- **\*\*Date:\*\*** [Insert Date]
- **\*\*Time:\*\*** [Insert Time]
- **\*\*Location:\*\*** [Insert Location]
- **\*\*Therapist:\*\*** [Insert Therapist's Name]

Please arrive at least [Insert Time] minutes early to complete any necessary paperwork. If you have any questions or need to reschedule, do not hesitate to contact us at [Insert Phone Number] or [Insert Email].

We look forward to seeing you and supporting your therapeutic goals.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]