

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Clinic/Facility Name]
[Clinic/Facility Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am the parent of [Child's Name], who is [age] years old. I am writing to express my interest in enrolling [him/her/them] in pediatric occupational therapy at your facility.

[Child's Name] has been facing challenges with [describe specific issues such as fine motor skills, sensory processing, etc.]. After conducting research and discussing with professionals, I believe that occupational therapy would greatly benefit [him/her/them] in developing the necessary skills to [explain goals such as improve daily functioning, enhance social skills, etc.].

I would appreciate an opportunity to discuss the types of therapies and interventions your team offers and how they may align with [Child's Name]'s needs. Additionally, any insights into what the therapy process looks like would be extremely helpful.

Thank you for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]