

[Your Name]  
[Your Title/Position]  
[Your Clinic/Practice Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Patient's Name]  
[Patient's Address]  
[City, State, Zip Code]

Dear [Patient's Name],

I hope this letter finds you well. This correspondence is to follow up on your recent occupational therapy sessions and to plan our next steps in your treatment process.

During our last session on [Date of Last Session], we discussed your progress and targeted goals. It is important to continue building upon the skills we have been working on, especially [mention specific skills or areas of focus].

I would like to schedule your next appointment for [suggest a date or ask for availability]. This will allow us to assess your progress and adjust your treatment plan as necessary.

Please feel free to reach out if you have any questions or concerns before our next meeting. Your well-being is our priority, and we look forward to continuing your journey towards improved function and independence.

Thank you for your commitment to your therapy.

Sincerely,

[Your Name]  
[Your Credentials]  
[Your Clinic/Practice Name]