

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I hope this letter finds you well. I am writing to request an occupational therapy assessment for [Client's Name], who is currently experiencing [briefly describe the specific concerns or issues]. [Client's Name] is a [age] year old [gender] who has been [describe relevant background information, such as diagnoses, previous therapies, and any pertinent medical history]. Despite various interventions, [he/she/they] continues to face challenges with [list specific areas of difficulty, e.g., fine motor skills, daily living activities, etc.]. I believe that an occupational therapy assessment would be beneficial in providing a comprehensive understanding of [his/her/their] needs and in developing an effective intervention plan. [Mention any specific goals or outcomes you hope to achieve from the assessment.] Please let me know if there are any forms or additional information you require to initiate this process. I appreciate your attention to this matter and look forward to your prompt response. Thank you for your time and consideration.  
Sincerely,  
[Your Name]  
[Your Title/Relationship to Client]