

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Organization/Clinic Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to outline the occupational therapy goals for [Client's Name] as we work together towards their rehabilitation and progress.

1. \*\*Goal 1: [Specific Goal Name]\*\*

- \*\*Objective:\*\* [Describe objective, e.g., improve fine motor skills]
- \*\*Target Date:\*\* [Date by which the goal should be achieved]
- \*\*Strategies:\*\* [List strategies, e.g., engage in specific therapeutic activities]

2. \*\*Goal 2: [Specific Goal Name]\*\*

- \*\*Objective:\*\* [Describe objective, e.g., enhance daily living skills]
- \*\*Target Date:\*\* [Date]
- \*\*Strategies:\*\* [List strategies, e.g., practice meal preparation skills]

3. \*\*Goal 3: [Specific Goal Name]\*\*

- \*\*Objective:\*\* [Describe objective, e.g., increase strength and endurance]
- \*\*Target Date:\*\* [Date]
- \*\*Strategies:\*\* [List strategies, e.g., implement a tailored exercise regimen]

We will regularly review these goals to track progress and make any necessary adjustments. Your collaboration and feedback will be essential in this process.

Thank you for your attention to this matter. I look forward to our continued work together to support [Client's Name] in achieving these objectives.

Best regards,

[Your Name]  
[Your Title/Occupation]  
[Your Organization]  
[Your License Number, if applicable]  
[Your Contact Information]