

[Your Name]
[Your Credentials]
[Your Title]
[Your Practice/Organization Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Occupational Therapy Evaluation Report for [Client's Name]
I am writing to provide an occupational therapy report for [Client's Name], who was referred to our services for assessment and intervention on [referral date].
Client Information:
- **Name:** [Client's Name]
- **Date of Birth:** [Client's Date of Birth]
- **Date of Evaluation:** [Evaluation Date]
Presenting Concerns:
[Briefly describe the client's concerns and the context for the referral.]
Evaluation Results:
1. **Occupational History:**
[Summarize relevant occupational history.]
2. **Assessment Tools Used:**
- [Name of Tool 1]
- [Name of Tool 2]
- [Name of Tool 3]
3. **Findings:**
[Summarize findings from assessments, noting strengths and areas of need.]
Goals and Recommendations:
Based on the evaluation, I recommend the following goals and interventions:
1. [Goal 1 with specific intervention]
2. [Goal 2 with specific intervention]
3. [Goal 3 with specific intervention]
Prognosis:
[Provide a brief statement regarding prognosis.]
Thank you for your referral and ongoing collaboration in supporting [Client's Name]'s occupational therapy needs. Please feel free to reach out if you have any questions or require further information.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Credentials]