

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent occupational therapy appointment on [date of appointment]. I wanted to express my gratitude for the attention and care I received during the session.

Additionally, I would appreciate any notes or insights from our discussion that could assist me in continuing my progress. If there are further recommendations or resources you could share, I would be eager to learn more.

Thank you once again for your support, and I look forward to our next session.

Best regards,

[Your Name]

[Your Signature, if sending a hard copy]