

[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]