

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Office/Clinic Name]  
[Office Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to confirm my upcoming occupational therapy appointment. Below are the details:

**\*\*Appointment Date:\*\*** [Date]

**\*\*Appointment Time:\*\*** [Time]

**\*\*Location:\*\*** [Clinic/Office Address]

**\*\*Therapist Name:\*\*** [Therapist's Name]

Please let me know if there are any forms or information I need to bring along. I look forward to the session and appreciate your assistance.

Thank you!

Sincerely,  
[Your Name]