

[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]