

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to schedule a group occupational therapy appointment for [specific group or individuals' names, if applicable].

We would like to propose the following dates and times for the session:

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

Please let us know your availability for these options or suggest alternate times that work best for your group. Our goal is to provide effective therapy tailored to the needs of participants and ensure collaboration among all involved.

Thank you for your attention to this matter. We look forward to your response.

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization/Facility]