

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to schedule an appointment for occupational therapy for [Patient's Name], who has been experiencing [brief description of the condition or reason for therapy]. I would appreciate it if you could provide me with available dates and times for the appointment. Ideally, we would prefer a session during [mention any specific preferred times or days], but we are flexible and willing to work with your schedule.

Please let me know what options are available. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,
[Your Name]