

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Clinic or Facility Name]  
[Clinic or Facility Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about scheduling an occupational therapy appointment for [briefly describe the reason for seeking occupational therapy, e.g., rehabilitation after surgery, managing a condition, etc.].

I would appreciate any details regarding the availability of appointments, the process for initial evaluations, and any necessary documentation I should prepare ahead of time.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]