

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request an appointment for occupational therapy for [Patient's Name], who has been experiencing [brief description of the issue, e.g., difficulties with daily activities due to a recent injury or condition].

[Optional: Briefly explain any relevant medical history or previous treatments, if applicable.]

I believe that occupational therapy could greatly assist in improving [his/her/their] [mention specific areas of concern, e.g., mobility, daily living skills, etc.]. Please let me know the available dates and times for an initial consultation.

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

Sincerely,

[Your Name]
[Your Relationship to the Patient, if applicable]
[Your Contact Information]