

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an appointment for occupational therapy services. I believe that occupational therapy could greatly benefit me in addressing my current challenges related to [briefly describe your condition or situation, e.g., recovering from surgery, improving daily functioning, etc.].

I would appreciate the opportunity to discuss my needs and explore the best options available. Please let me know your available time slots for an initial consultation.

Thank you for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]  
[Your Date of Birth or Patient ID, if applicable]