

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

[Recipient's Name]
[Title/Position]
[Clinic/Organization Name]
[Clinic/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an appointment for occupational therapy services at your clinic.

I am [briefly explain your situation or condition], and I believe that occupational therapy could greatly assist me in [describe your goals or reasons for seeking therapy].

Please let me know your availability for an appointment in the coming weeks. I am flexible with my schedule and can accommodate your available times.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]