

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

I hope this letter finds you in good spirits. I want to take a moment to reach out and let you know that you are not alone during this challenging time.

It's completely natural to feel overwhelmed, and I want to assure you that I am here to support you. We understand the difficulties you are facing, and we are committed to providing the assistance you need. Please don't hesitate to share your feelings or concerns with me. Your well-being is my top priority, and together, we can find the best pathway forward. Remember, it's okay to ask for help, and you deserve support and understanding.

I am here to listen whenever you are ready. Please feel free to reach out via phone or email, or we can schedule a meeting if you prefer.

Take care of yourself, and know that I'm thinking of you.

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization]