

Letter of Collaboration

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title]
[Insert Recipient's Organization]
[Insert Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss our ongoing collaboration regarding the occupational therapy services provided to [Client's Name], who is currently under our care.

As part of a holistic approach to [Client's Diagnosis/Condition], I believe it is essential to integrate our respective expertise. Through ongoing communication and shared strategies, we can enhance [Client's Name]'s therapeutic outcomes. I would like to propose a meeting to discuss our current progress and align our treatment goals.

Please let me know your availability for a meeting in the upcoming weeks. I am looking forward to our continued collaboration to support [Client's Name] in achieving their goals.

Thank you for your dedication and partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]