

Inquiry for Occupational Therapy Options

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the occupational therapy options available at [Organization Name]. I am interested in understanding the services that your team offers, including any specialized programs or resources for [specific needs or conditions].

Additionally, I would like to know about the process for enrollment, availability of practitioners, and any associated costs for the therapy sessions.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]