

# Occupational Therapy Progress Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Progress Update on Occupational Therapy

Dear [Recipient's Name],

I am writing to provide you with an update on [Patient's Name] progress in occupational therapy as of [Date]. Over the past [duration], we have focused on the following goals:

- [Goal 1]
- [Goal 2]
- [Goal 3]

During our sessions, [Patient's Name] has shown improvement in the following areas:

- [Area of Improvement 1]
- [Area of Improvement 2]
- [Area of Improvement 3]

Future sessions will focus on reinforcing these skills and achieving the remaining goals. I look forward to continuing [Patient's Name]'s progress and will keep you updated on any further developments.

Thank you for your ongoing support.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]