

Request for Occupational Therapy Appointment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Clinic Name]

[Organization/Clinic 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. Due to [briefly explain reason for request, e.g., injury, condition], I believe that occupational therapy will be beneficial for my recovery.

Please let me know the available times for an appointment. I am looking forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]