

Therapy Evaluation Date Announcement

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your therapy evaluation has been scheduled for **[Date]** at **[Time]**.

The evaluation will take place at **[Location]**. Please arrive 10 minutes early to complete any necessary paperwork.

If you have any questions or need to reschedule, feel free to contact us at **[Contact Information]**.

Thank you for your attention, and we look forward to seeing you!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]