

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Therapist's Name]

[Therapist's Address]

[City, State, Zip Code]

Dear [Therapist's Name],

I hope this message finds you well. I am writing to discuss my current therapy session frequency. After some reflection on my progress and personal circumstances, I would like to propose an adjustment to our session schedule.

Currently, I am attending sessions [current frequency, e.g., weekly, bi-weekly]. I feel that changing this to [proposed frequency, e.g., bi-weekly, monthly] would better suit my needs at this time. I believe this adjustment will allow me to process our discussions more effectively and incorporate the strategies we work on into my daily life.

Please let me know your thoughts on this proposed change. I value your guidance and support and look forward to continuing our work together.

Thank you for your understanding.

Sincerely,

[Your Name]