

# Transition to Mental Health Services

Date: [Insert Date]

Recipient Name  
Recipient Title  
Recipient Organization  
Recipient Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally inform you about the upcoming transition to mental health services for [Client's Name]. This transition is a crucial step in ensuring that [he/she/they] receives the best possible care tailored to [his/her/their] needs.

The transition will take place on [Insert Date]. During this period, we will work closely with [Client's Name] and your team to ensure a seamless transfer of care and maintain continuity in treatment. The new provider will be [Provider's Name/Organization], and they will be responsible for ongoing support and therapy.

Please find enclosed [any necessary documents or resources]. Should you have any questions or require further assistance, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to working together to support [Client's Name] during this transition.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Phone Number]  
[Your Email Address]