

LETTER TO FORMER CLIENTS RE: YOUR INABILITY TO PERFORM THERAPIST DUTIES

Date: _____

Dear _____ (*former client*),

I regret to inform you I am currently unable to provide therapy at this time due to matters beyond my control.

Although you are not currently active as a client, or have taken some time off from therapy, this letter is in anticipation of any future needs or concerns you may have. _____ (*name of covering therapist*) will be handling my practice until I return, and will be able to help you if you have any specific needs or requests. Please call _____ (*covering therapist's phone number*) if you have questions or concerns.

It is very important to me to provide support to you as my former client. I have full confidence that _____ (*name of covering therapist*) will manage this transition in the most professional manner. Thank you for your patience and understanding.

Sincerely yours,

Therapist printed name

Therapist signature