

[Date]

Dear [Client's Name],

It has been more than [\_\_\_ weeks/months] since our last appointment. I have not heard from you in response to the numerous phone messages I left you. If I do not hear from you within two weeks of the date of this letter ([date]), I will assume that you have chosen to discontinue therapy and will consider your case closed.

If you decide to resume therapy, I would look forward to working with you again. If you have any questions or concerns about our previous work together or future therapeutic goals, please contact me so I can discuss them with you.

If you choose to work with another therapist, I can provide several referrals and help you with the transition. I am also willing to speak with a therapist if you give me written permission to release information to that person. If you wish, I can also schedule a final appointment to review the work we did together and discuss your future goals.

Please contact me if you have any questions or concerns.

Sincerely,

[Your Name]

[Your Practice's Name]