

Date: \_\_\_\_\_

Dear Parent:

My name is \_\_\_\_\_. I will be working with your child: \_\_\_\_\_ in occupational/physical therapy. We will be working together for 30/45 - minute sessions \_\_\_\_\_ a week.

I will be working with your child on the following days and times:

\_\_\_\_\_  
\_\_\_\_\_.

I look forward to meeting with you at the first parent-teacher conference. In the meantime, if you would like to contact me, you may reach me at: \_\_\_\_\_, or send a note in with your child with your number and a convenient time to call you.

Very truly yours,