

Letter Writing - Includes letterhead, guides & examples

Letter Writing Guide

Clinicians are often asked to write letters for our clients' court proceedings, immigration, custody, IEP, probation, scholarships, community resource referrals, etc. ***It is DCYHC policy not to provide any letters to a client until post-assessment or 30 days of working with the client.***

First, obtain an ROI to share information related to the client (if you give the letter directly to the client no release is needed). Stay mindful of confidentiality and only disclose what is necessary for the purpose of the letter. State the facts, do not include opinions (this includes making statements like, "the trauma experienced by the client caused their symptoms of anxiety." ***Your supervisor must review and sign off on your letter.***

Please use the agency letterhead for all correspondence. The sample letters linked here are meant as guides. When writing your own, include information specific to your client's needs remembering the "minimum necessary" rule. Always involve your supervisor in the letter-writing process and get their approval before sending. Most clinical letters require a licensed person to sign off; be sure you confirm this and get the correct signatures before sending.