



Mid-Ohio Psychological Services, Inc.

Voice (614) 751-0042

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Fax (614) 751-0047

May 31, 2008

Ms. Client Name
123 Address Street
Idunno, Ohio 43999

Ms. Client,

Since you have not been seen in quite some time, it is assumed that all is going well. If you would like to schedule an appointment to continue services, please contact this office within the next two weeks. If I do not hear from you, I will subsequently close the case. This simply means that if you wish to receive services in the future, you will need to go through the intake process at that time. If a crisis situation occurs, it is recommended that you utilize the Emergency Services at 687-TALK.

I very much enjoyed working with you and wish you all the best for your future. If I can be of further assistance, please do not hesitate to contact our agency at your convenience.

Sincerely,

Clinician Name, Credentials
Title

Supervisor Name, Credentials
Title

SAMPLE