Psychology Department

 University of Central Oklahoma

100 N University Drive

Edmond, OK 73034-5209

Telephone: (405) 974-2758

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### Client Name

1234 Where They Live

City, STATE ZIP

Dear Client Name,

Since I have not seen you in the clinic recently and have been unable to establish phone contact with you, I am sending you this letter. Please contact me when you receive it and update me on your situation. I realize that things are very busy and hectic for you and your family and that you may not have had time to contact me at the Psychology Clinic. I would be very appreciative if you could make contact with me at the above number as soon as possible. If I have not received word from you by TWO WEEKS FROM SENDING DATE, I will assume that you are no longer interested in services at this time. If you ever need services at any time in the future, please feel free to call or stop by the Psychology Clinic.

Sincerely,

Your Name