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## **Requesting Letters, Forms, or Records**

Sometimes you may need a letter, form, or record for work, school, or legal purposes. I'm happy to help when possible! This page explains how those requests are handled so everything stays clear and organized.

Requests for documentation, forms, or letters are considered a separate service from therapy sessions. These may include summaries for schools, work, or legal purposes; treatment letters; or other specific forms that require professional completion.

Each request is reviewed to make sure I can ethically and clinically provide the information being asked for. Fees apply based on the time required to prepare records or documentation. Payment is due before the release or completion of the requested materials.

Please allow up to two weeks for most requests, though I'll always do my best to complete them sooner when possible. Some complex requests may require additional time.

If you ever have questions about what kind of letter or form I can provide—or how to request one—please reach out and I'll be glad to guide you through the process.

Signature: \_\_\_\_\_

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

I have read and understand the above mentioned