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Valued Client

Dear Valued Client,

I have been practicing as a Licensed Marriage Family Therapist in Gig Harbor since April of 2006, which has been a fulfilling and meaningful period in my work-life. However, the time has come for me to settle into the place where I will eventually retire, and I will be moving at the end of November of this year. Since I will no longer be practicing after that time in Washington State, I am writing this letter to inform my clients, about the above and to make the effort to prepare each of you for any transition that you may require, as is best possible. I have planned with several colleagues and many of my clients will be able to seek ongoing quality services that match your insurance coverage and financial needs. There is a separate enclosure/attachment to this letter which contains their contact information. One of the clinicians, Tanya Murdock-Lewis, MA, LMFT, has volunteered to sit in with this writer during final sessions so that those who opt for getting acquainted while I am still in the area, can do so and she agrees to do so free of charge. Please let me know, if you would like to make that arrangement, and we can plan accordingly. Tanya will be practicing here, at this same location and will take most insurances. Also, I hope that there is time remaining to wrap up any important work we have been doing together, as well as to answer any questions you may need cleared up. I will still have a website after I leave, in case you need to get in touch, but I will not be doing long distance, telephone or internet therapy. I hope our work has been helpful and that my good wishes go with you always.

Sincerely,

Ned

Sincerely,

Your Name