# [Details of your business & Logo]

When your clients consult you may choose to write to their health professional(s) where appropriate as a courtesy to advise them that their client has consulted you. A sample letter follows: **Delete sections in yellow**

[date]

[Dr’s name]

[Clinic address]

[Street address]

[Suburb, Post code]

Dear [Dr’s name] use Dr’s full name

# Re: [Client’s title, first name and surname] DOB: [client’s date of birth]

[Client’s title and name] consulted me on [date] seeking assistance with [client’s issue]. [He/She/They] confirmed [his/her/their] medical history and [his/her/their] current medications. As the counselling phase continued [he/she/they] outlined [his/her/their] feelings that surround the [issue]. We talked about [his/her] desired outcomes and what would be required to achieve these goals.

We discussed hypnotherapy in relation to [his/her/their] issue. A hypnotherapy session was conducted with appropriate interventions for this client to achieve their goal.

Therapy is continuing and I will update you on the client’s progress.

[Only add this section if you’ve had more than one consultation]

We have had [number of consultations] consultations and [client’s first name] is now reporting [he/she/they] is aware of changes in [his/her/their] behaviours.

Yours sincerely,

[Your signature]

[Your title, first name and surname]

[Your professional title and qualifications]