

Letter Declining Potential Client:

Date

Client name and address

Dear Client,

Thank you for consulting me regarding regarding your counseling needs. Unfortunately I do not feel that I am able to provide the counseling that you need and desire. I am sorry that we will not be able to engage in counseling together, but I feel that another counselor would be better able to assist you. I am providing you the names of three (or other number) counselors (or other title depending on desires) who may be able to provide you with the counseling services that you desire. Should you need the names of additional counselors or further information to assist you in finding a counselor who can address your needs please feel free to contact me. Best of luck in your counseling.

Sincerely,

Therapist

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Referral Letter:

Date

Client name and address

Dear Client,

Thank you for consulting me regarding regarding your counseling needs. I am pleased to be able to provide you the names of three (or other number) counselors (or other title depending on desires) who may be able to provide you with the counseling services that you desire. Should you need the names of additional counselors or further information to assist you in finding a counselor who can address your needs please feel free to contact me.

Sincerely,

Therapist

Termination Letter - Not working out:

Date

Client name and address

Dear Client,

Thank you for allowing me the opportunity and pleasure to serve you by providing counseling services. This is to memorialize that we are terminating our counseling relationship at this time. I hope you have found the counseling work we have done fruitful and helpful. I am terminating our counseling relationship at this time because it appears that our continued work together would not be fruitful and I do not feel that I have the capacity to address your counseling needs at this time. I am providing you the names of three (or other number) counselors (or other title depending on desires) who may be able to provide you with the counseling services that you desire. Should you need the names of additional counselors or further information to assist you in finding a counselor who can address your needs please feel free to contact me. I wish you the best as you move forward with your life.

Sincerely,

Therapist

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Termination Letter - Completion of Counseling:

Date

Client name and address

Dear Client,

Thank you for allowing me the opportunity and pleasure to serve you by providing counseling services. This is to memorialize that we are terminating our counseling relationship at this time. I hope you have found our counseling work fruitful and helpful. It is rewarding to know that we have jointly determined that our work together is completed. I wish you the best as you move forward with your life. Should you feel the need for counseling in the future please, know that I am available to engage in future counseling with you.

Sincerely,

Therapist