

# Letter Declining Potential Client

[Your Name] \_\_\_\_\_

[Your Address] \_\_\_\_\_

[City, State, ZIP] \_\_\_\_\_

[Email Address] \_\_\_\_\_

[Phone Number] \_\_\_\_\_

[Date] \_\_\_\_\_

[Client's Name] \_\_\_\_\_

[Client's Address] \_\_\_\_\_

[City, State, ZIP] \_\_\_\_\_

Dear [Client's Name] \_\_\_\_\_,

Thank you for consulting me regarding your counseling needs. Unfortunately, I do not feel that I am the best fit to provide the counseling that you need and desire.

I believe that a different counselor may be better equipped to assist you. Therefore, I am providing you with the names of three counselors whom I trust and respect. They each have unique specialties and approaches that might better serve your needs.

1. [Counselor Name, Contact Info] \_\_\_\_\_

2. [Counselor Name, Contact Info] \_\_\_\_\_

3. [Counselor Name, Contact Info] \_\_\_\_\_

If you require more options 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 of luck in your counseling journey.

Sincerely,

[Your Name] \_\_\_\_\_

[Your Professional Title] \_\_\_\_\_

# Referral Letter

[Your Name] \_\_\_\_\_

[Your Address] \_\_\_\_\_

[City, State, ZIP] \_\_\_\_\_

[Email Address] \_\_\_\_\_

[Phone Number] \_\_\_\_\_

[Date] \_\_\_\_\_

[Client's Name] \_\_\_\_\_

[Client's Address] \_\_\_\_\_

[City, State, ZIP] \_\_\_\_\_

Dear [Client's Name] \_\_\_\_\_,

Thank you for consulting me regarding your counseling needs. I am pleased to provide you with the names of three counselors who may be better equipped to provide you with the counseling services that you desire:

1. [Counselor Name, Contact Info] \_\_\_\_\_
2. [Counselor Name, Contact Info] \_\_\_\_\_
3. [Counselor Name, Contact Info] \_\_\_\_\_

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,

[Your Name] \_\_\_\_\_

[Your Professional Title] \_\_\_\_\_

# Termination Letter – Not working out

[Your Name] \_\_\_\_\_

[Your Address] \_\_\_\_\_

[City, State, ZIP] \_\_\_\_\_

[Email Address] \_\_\_\_\_

[Phone Number] \_\_\_\_\_

[Date] \_\_\_\_\_

[Client's Name] \_\_\_\_\_

[Client's Address] \_\_\_\_\_

[City, State, ZIP] \_\_\_\_\_

Dear [Client's Name] \_\_\_\_\_,

Thank you for allowing me the opportunity to serve you by providing counseling services. This is to inform you that we are terminating our counseling relationship at this time.

Although we have worked together on some significant issues, I believe that our continued collaboration might not be as fruitful as needed. This is not a decision I take lightly, and it is based on my professional judgment that another therapist could serve your needs more effectively at this time.

In light of this, I am providing you the names of three counselors who may be better suited to assist you:

1. [Counselor Name, Contact Info] \_\_\_\_\_
2. [Counselor Name, Contact Info] \_\_\_\_\_
3. [Counselor Name, Contact Info] \_\_\_\_\_

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,

[Your Name] [Your Professional Title]

\_\_\_\_\_

# Termination Letter – Completion of Counseling

[Your Name] \_\_\_\_\_

[Your Address] \_\_\_\_\_

[City, State, ZIP] \_\_\_\_\_

[Email Address] \_\_\_\_\_

[Phone Number] \_\_\_\_\_

[Date] \_\_\_\_\_

[Client's Name] \_\_\_\_\_

[Client's Address] \_\_\_\_\_

[City, State, ZIP] \_\_\_\_\_

Dear [Client's Name] \_\_\_\_\_,

Thank you for allowing me the opportunity to serve you by providing counseling services. This is to inform you that we are terminating our counseling relationship at this time as our agreed-upon goals have been achieved.

It has been rewarding to accompany you on this journey. Your growth and the progress we've made together have been significant, and I hope you feel the same.

Please remember, should you feel the need for counseling in the future, do not hesitate to reach out. I would be more than happy to work with you again.

I wish you all the best as you continue to move forward with your life.

Sincerely,

[Your Name] \_\_\_\_\_

[Your Professional Title] \_\_\_\_\_