

APPENDIX M
THANK YOU LETTER FOR REFERRALS

This thank you can be conveyed either by email or regular mail.

Date

[Name of Referring Physician], M.D.

Address

Address

Re: Patient Name (Date of Birth)

Dear Dr. [Physician Name]:

Thank you for referring [PATIENT NAME] to me for a psychiatric evaluation. I evaluated [him/her] on [DATE]. [Mr./Ms NAME] reported experiencing [INSERT CHIEF COMPLAINT]. Based on this information and my evaluation, my diagnosis is [INSERT DIAGNOSIS]. I will be seeing [Mr./Ms. NAME] [XX] times per [week/month] for [psychotherapy/medication/other INSERT TREATMENT PLAN].

I will follow up with you if there are any major changes to this treatment plan. Please feel free to call me if you have any questions concerning this patient.

Sincerely,

[Your Name], M.D.