

Open House Invitation to Thank Referral Sources

OT Month is an excellent time to host a special event to say thank you to your referral sources. Below is sample text for use on your organization's letterhead, inviting guests to such an event.

Date

[Name of referring physician or other referring individual]
[Address]

Dear ____:

April is National Occupational Therapy Month, and here at [your organization], we owe a special thanks to our fellow health care professionals like you who send us the clients who need our services.

To show our appreciation for our valuable working relationship, the occupational therapy practitioners here at [your organization] would like to invite you to an open house on [day and date] at [time]. Our address is [street number, other location info]. [Also include any needed parking instructions, room, building or floor number, etc.].

We hope you will be able to drop by to meet and mingle with the staff of our occupational therapy department and share a bit of refreshment in order that we may thank you personally for working with us.

As occupational therapy practitioners, we are proud of how we help people achieve the "skills for the job of living," and we know that working with respected colleagues at other organizations like your is the first step toward that goal.

While we value working with you all year long, Occupational Therapy Month gives us a special chance to say thank you. Please call [name of person] at [phone number] to let us know we can count on seeing you at our open house.

Sincerely,

[Your name]
[Your title]