



SPEECH-LANGUAGE PATHOLOGY SERVICE

DATE

TITLE FIRST_NAME LAST_NAME

ADDRESS1

ADDRESS2

TOWN ZIP_CODE

Dear TITLE LAST_NAME

Voice Therapy Sessions

Further to your recent voice assessment, I am writing to offer you some voice therapy sessions aimed at:

- Providing information on how to conserve your voice.
- Demonstrating how to use an appropriate breathing pattern to help you maintain your voice.
- Showing you how to reduce any 'wear and tear' on the vocal cords by using a relaxed speaking pattern.
- Showing you how you can project your voice and raise your volume without straining.

These sessions are provided once per week for a period of three weeks. The sessions will last no more than one hour each. The sessions are also group sessions and so there will be other persons present who have also been experiencing a similar voice difficulty. There will, however, be no more than six persons in total. Our experience shows us that it can often be useful and supportive to work alongside other people who have experienced a similar difficulty.

If you are still experiencing a voice difficulty and would like to attend the group sessions, they will take place as follows:

1	DAY DATE TIME
2	DAY DATE TIME
3	DAY DATE TIME

It is preferable that you attend all the sessions but if you are only able to attend one or two then this should still prove of benefit. You do not need to bring anything to these sessions other than reading glasses if you use these, as we will provide you with written information.



If you would like to attend these sessions, then I should be grateful if you would contact us by DATE either by:

- phoning our secretary on: _____
- emailing our secretary on: _____
- texting our secretary on: _____
- or, writing to: _____ [CONTACT ADDRESS]

If you feel that your voice has improved, and you no longer need to take up these appointments then you need take no further action. If we do not hear from you by DATE, we will assume that you are not attending and will offer the appointments to someone else.

If you have any queries regarding these arrangements, then please do not hesitate to contact us. In the meantime, I look forward to hearing from you and meeting you shortly.

Yours sincerely

THERAPIST'S NAME
Speech-Language Pathologist