NAME OF ADDRESS

TITLE OF ADDRESSEE

ADDRESS

ADDRESS

DATE

Re: Including Registered Psychotherapists in our Benefit Plan

Dear NAME:

I am writing to you as an employee who has recently sought out psychotherapy with a Registered Psychotherapist, only to find that our extended health care benefits do not include the services of Registered Psychotherapists.

I would like to note that our benefits cover other regulated professionals who provide psychotherapy, like psychologists. Therefore, it would only make sense to cover psychotherapy services provided by Registered Psychotherapists, who are regulated by the College of Registered Psychotherapists of Ontario. This is a formal request to add these professionals to our extended benefits plan.

Thank you for your attention to this matter,

Name:

Optional: Because I have concerns about confidentiality, I am submitting this anonymously.