

October 10, 2023

Insert clinic
logo, contact
information,
etc.

Dear NAME:

I am writing to reach out and check in to see how you're doing! It has been awhile since we have connected, and I'd love to get an update on how you're doing with your mood and your self-management plan.

I tried giving you a call but was unable to reach you. [Enter pertinent details, e.g., "I left two voicemails with my office number within the past two weeks."]

Please give me a call at [PHONE] to update me on your mood and how things are going. I look forward to hearing from you!

Thank you!

Sincerely,

[CARE MANAGER NAME]

[CLINIC] Behavioral Health Care Manager, Collaborative Care Program

Phone: (xxx)xxx-xxxx | [EMAIL]

[OFFICE HOURS]