[NAME], [LICENSE]  
PSYCHOTHERAPIST  
  
Phone Number | Email Address | Office Address   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thanks for your interest in a clinical evaluation for your immigration case. Here are details about my approach to evaluations:

* I meet with the client twice, for about 1 hour to 1.5 hours each time.
* After the 2nd meeting, I write up a very detailed report, around 12-15 pages.
* The fee is $\_\_\_\_ and includes both meetings, as well as the lengthy write-up.
* The fee can be paid in 1 payment or broken up into 2 or 3 payments for no additional fee.  
  To set up a payment plan, you must discuss this with me *before the first session*.
* I accept credit cards, as well as payments over Zelle.
* (Additional fees apply for any court appearances.)
* Due to a wait list, evaluations generally take 3 weeks to complete after the 2nd interview.
* There is a $\_\_\_\_ rush fee if someone needs the report within 2 weeks.
* If a client is not comfortable speaking English, it is up to the client to find an interpreter to join each session over video chat. It is highly preferable that this be a professional interpreter. Please discuss with me beforehand. I may be able to offer suggestions for how to find an interpreter.

**For Your Appointment:**

* Your appointment will be through online video chat using Zoom.  
  If you don't have it already, you can download it easily here: <https://zoom.us/download>  
  When we meet, you can go to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If you need to reach me, my cell is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please let me know if you have any questions. I look forward to connecting with you soon.

Sincerely,  
[Name]

**[Name], [License]**Psychotherapist and Licensed Clinical Social Worker