[Your Name]

[City], [Province] [Postal Code] Phone: [Your Phone] Fax: [Your Fax]

E-Mail: Web:

Date: [Insert Date]

[Recipient]

[Title]

[Company]

[Address 1]

[Address 2]

[Address 3]

Dear [Recipient]:

My claim [reference numbers etc] has been denied. I wish to appeal this decision on the grounds that I strongly believe that I have the right to choose my counsellor. This is based on much more than my opinion. I have been looking into the effectiveness of counselling and how to choose a counsellor.

From what I have learned, paper qualification, accreditation or even years of experience are not good predictors of success in counseling. Research indicates that the quality of the relationship the client is able to form with their counsellor has the most influence on the successful outcome of therapy. For this reason, my judgment of which counsellor I feel comfortable with should be an important factor.

I trust [name of counsellor] and I am making progress in our sessions. To insist that I choose a new counsellor, because of a policy, seems illogical and definitely not in my best interests and I respectfully request that you please reconsider my claim.

Sincerely,

[Your Name]

[Your Title]