

[Date]

To the Parents/Guardians of [Patient Name],

[Patient Address]

[City, State, Zip Code]

RE: Goal Attainment and Progress Report for [Patient Name]

Dear [Parent/Guardian Name],

It has been a pleasure working with [Patient Name] during their physical therapy sessions at [Clinic/Facility Name]. I am writing to formally celebrate the significant progress [Patient Name] has made and to notify you of the attainment of several key physical therapy goals.

Since starting therapy on [Start Date], [Patient Name] has demonstrated great effort. As of [Current Date], the following goals have been successfully achieved:

- **Goal 1:** [Description of goal, e.g., Independent sitting for 5 minutes] - **Achieved on:** [Date]
- **Goal 2:** [Description of goal, e.g., Ascending stairs with one handrail] - **Achieved on:** [Date]
- **Goal 3:** [Description of goal, e.g., Standing from floor without support] - **Achieved on:** [Date]

Due to these achievements, [Patient Name] has shown improved [functional mobility/strength/balance/coordination]. These milestones represent a significant step forward in their physical development and daily independence.

Our next steps will include:

- [Next Step 1: e.g., Transitioning to a new home exercise program]
- [Next Step 2: e.g., Setting new advanced mobility goals]
- [Next Step 3: e.g., Discharge from active therapy to monitoring status]

Congratulations to [Patient Name] and your family on this success. If you have any questions regarding these updates or the plan moving forward, please feel free to contact me at [Phone Number] or [Email].

Sincerely,

[Signature]

[Physical Therapist Name], PT, DPT

[License Number]

[Clinic Name]