

Date: [Insert Date]

To: [Counselor Name]
[Clinic/Practice Name]
[Address]

Subject: Joint Referral for Marriage Counseling - [Partner 1 Name] and [Partner 2 Name]

Dear [Counselor Name],

We are writing to formally request an intake session for marriage counseling. We have mutually agreed to seek professional guidance to improve our relationship and address ongoing challenges.

The primary goals for our sessions include:

- [Goal 1, e.g., Improving communication skills]
- [Goal 2, e.g., Resolving recurring conflicts]
- [Goal 3, e.g., Rebuilding trust]

Regarding our backgrounds:

Partner 1: [Name], [Phone Number], [Email]

Partner 2: [Name], [Phone Number], [Email]

We are currently available for appointments during the following times: [Insert Availability]. Please let us know your current availability, your fee structure, and any intake forms we need to complete prior to our first meeting.

Thank you for your time and we look forward to hearing from you.

Sincerely,

[Partner 1 Signature]
[Partner 1 Printed Name]

[Partner 2 Signature]
[Partner 2 Printed Name]