

Date: [Insert date]

Attn: [Insert name of contact]

[Insert name of union]

[Insert address]

RE: Inclusion of occupational therapy services in extended health benefits plan for [Insert name of organization]

Dear [Insert name (If do not have a name, address as "Dear Sir or Madam")]:

I understand that members of our (name the union) do not have access to occupational therapy services. Occupational therapy provides solutions to many physical and mental health-related issues and can prevent problems before they occur. Occupational therapy services benefit employees as well as employers. Low cost, high impact occupational therapy interventions help to keep employees healthy, safe and engaged at work and reduce workplace grievances. As a union member, I am requesting coverage of occupational therapy services as a flexible health insurance coverage option in my benefits plan at (name of organization). This would not increase the cost of the plan, as it would simply add occupational therapy as a choice on a list of available services.

Occupational therapists (OTs) are unique in their approach, and consider the medical, social and psychological factors that contribute to health and wellness. Occupational therapy is an integral part of an effective health management strategy. OTs are important members of health teams that include medicine, psychology, speech pathology and physiotherapy. It would be advantageous to your membership to include occupational therapy as an extended health benefit in your next round of collective agreement negotiations.

As a member of [Insert name of the union], I'm requesting your support in negotiating for the inclusion of occupational therapy coverage as a flexible care option in my benefits plan. I would appreciate a confirmation of receipt of my (letter, email) and please let me know about the next steps to put occupational therapy coverage in place. I can be reached at [Insert email, phone #] for further information. Thank you for considering my request.

Sincerely,

[Insert name]

[Insert address]

[Insert contact information]