[Organisation letter head]

[please ensure client consents to sharing this information with us]

Re: Referral to AppleTree Counselling for counselling support

Dear AppleTree Counselling,

Please render any counselling assistance you can to the client mentioned below.

Client Information

* Full Name:
* NRIC/FIN:
* Phone Number:
* Email Address:

Reason for Referral:

* [Brief description of issues]

Thank you

Referrer:

* Organisation:
* Name:
* Contact Number:
* Email: