
Letter Writing for Transgender and Nonconforming Clients

Quick Tips

- Do include pronouns and correct name-- talk to your client about the name and pronouns they want you to use in their letter.
- Do include diagnosis/results of psychosocial assessment- *write a brief statement that any diagnosis would not interfere with medical treatment.*
- Do include a statement about the duration of the relationship with the client and include your evaluation and counseling to date
- Do include a BRIEF timeline of the transition process *if required by the DR*
- Include a statement stating that informed consent has been obtained from the patient.
- Keep it short-- 1-2 pages
- Do consult with the Dr. to see what they require
- **Do not** refuse to write a letter because a client is non-binary or because they are not out to family or friends.
- A statement that the counselor is open to coordinating care and a phone call.
 - Most doctors will skim the letter, be sure to use the terminology “medically necessary” at least **three times**.
 - Have a conversation with your client in advance about the use of the diagnosis “**gender dysphoria**.”
 - Discuss your viewpoints on not seeing trans or GNC as a “diagnosis”

(WPATH, 2012)