Dear [Insert Rank and Name],

I am the [insert title, e.g., Mental Health Flight Commander] for [MTF name] at [Base name, State abbreviation]. We have a military provider [insert provider’s name] due to rotate out of the command in six months. We are writing you to request that this person be replaced with a provider who has training and experience in providing evidence-based psychotherapies (EBPs). [MTF name] has an urgent need for more providers who can provide EBPs for disorders commonly seen in our beneficiary population.

The diagnoses that we have the greatest need for more EBP providers are: Major Depression, Post-Traumatic Stress Disorder, and Insomnia. We are asking that you prioritize the incoming provider to be someone with experience in as many of the following treatments as possible.

* **Major Depression**: Cognitive Behavioral Therapy for Depression, Problem-Solving Therapy, Interpersonal Therapy, Behavioral Activation, Mindfulness Based Cognitive Therapy, and Acceptance and Commitment Therapy
* **PTSD**: Prolonged Exposure Therapy, Cognitive Processing Therapy, Eye Movement Desensitization and Reprocessing Therapy, Brief Eclectic Psychotherapy, Narrative Exposure Therapy, Written Exposure Therapy, and Cognitive Behavioral Therapy for PTSD
* **Insomnia**: Cognitive-Behavioral Therapy for Insomnia

[Add or delete diagnoses and associated EBPs based on your clinic's needs]

While the command is actively seeking to increase the levels of training in these EBPs for it’s current providers, budgetary constraints and staff willingness to shift therapeutic approaches has limited the effectiveness of this effort. Replacing [name of military provider who is leaving] with an EBP trained provider will help the command meet DoD requirements for providing VA/DoD clinical practice guideline recommended psychotherapies. We respectfully request that the incoming provider be someone who meets this urgent need.

Thank you,

[Signature block]