



**Community Institute for Psychotherapy**

1330 Lincoln Avenue, Suite 201 + San Rafael, CA 94901-2141  
Phone: (415) 459-5999 + Fax: (415) 459-5602 + [www.cipmarin.org](http://www.cipmarin.org)

Dear Client:

Welcome to Community Institute for Psychotherapy. Our clinical staff is dedicated to providing the highest quality services to our clients. Be assured that you and your needs are important to us. We will do all we can to assist you.

CIP was founded in 1977 to provide high quality, affordable (sliding scale) mental health services for individuals, families, and couples. We are a welcoming place, attentive to the needs of our diverse community, serving people of all ages, backgrounds, religions, sexual orientation, and physical abilities. Each year we help hundreds of clients overcome problems and enjoy better, healthier lives.

CIP is known throughout the Bay Area for its clinical excellence. Our comprehensive services are provided by well-qualified trainees, associates and pre- and post-doctoral students, who are supervised and trained by knowledgeable licensed mental health providers.

Before your therapy begins, there are important materials for you to read through carefully and forms for you to fill out. They will tell you about our policies and what to expect from your therapy. It is important that you understand our requests for information and what we need from you so that we can provide you with the best care.

Your fee for CIP services will be based on your household income, that is, your ability to pay. We will verify your income based on such documents as a recent tax return or consecutive pay stubs. Please bring these with you to your first appointment.

We are looking forward to serving you. If you have any questions about these materials, or any other matter pertaining to CIP, your therapy, or other concerns, please talk to your intern therapist. We collaborate closely with our clients, and we are here to help.

Sincerely,

CIP Clinical Staff