

Requesting a Formal Mental Health Diagnosis Letter – Model Letter

To: [Healthcare Provider's Name or Office]

Dear [Dr. Last Name / Office Administrator],

I am requesting a formal diagnosis letter for my [child's name] [child's diagnosis], which you have helped manage recently.

The purpose of this letter is to provide official documentation for [briefly state reason — e.g., academic accommodations, workplace adjustments, or medical leave]. The letter would ideally confirm my child's diagnosis, outline any relevant treatment details you deem appropriate, and, if possible, include recommendations that could support my child's needs in [school/workplace/other setting].

If you require any forms, additional information, or my consent to proceed, please let me know, and I will provide them promptly. I understand your time is valuable, and I truly appreciate your assistance in securing the necessary documentation.

Thank you for your continued care and support. I look forward to hearing from you regarding the next steps.

Warm regards,

[Your Full Name]

[Your Date of Birth]

[Your Contact Information]

Do you want support personalizing this letter? Reach out to PPMD at ppmd.org/contact to connect with a Family Partner who can provide support and answer any questions.