

Requesting a Mental Health Evaluation – Model Letter

[Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Address] [City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a mental health evaluation. [Child/loved one's name] has been experiencing [briefly describe symptoms or concerns], and I believe it is important to seek professional assistance to better understand and address these issues.

My primary concerns include [list specific concerns or symptoms], and I hope to have a thorough evaluation to determine the best course of action moving forward. Please let me know the steps I need to take to schedule this evaluation. I am willing to provide any necessary documentation and would appreciate any guidance on how to proceed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address] [City, State, Zip Code]

[Email Address]

[Phone Number]

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.