

# Access to Student Mental Health Care

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request access to mental health care services for [Student's Name], a student at [Institution's Name]. Due to [brief explanation of circumstances], it has become essential for [him/her/they] to seek professional support.

We believe that the available mental health resources within the institution can significantly assist [Student's Name] in addressing [his/her/their] needs. We respectfully request information on how to facilitate this process, including any necessary documentation or procedures required.

If there are specific forms or additional details needed, please let us know at your earliest convenience. We appreciate your attention to this important matter and look forward to your prompt response.

Thank you for your support.

Sincerely,  
[Your Name]  
[Your Position/Relationship to Student]  
[Your Contact Information]