

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Parent/Guardian/Concerned Party] of [Child's Name], who is currently enrolled in [Grade/Class] at [School's Name]. I am reaching out to inquire about the mental health services available at your institution.

As mental health is a critical aspect of our children's well-being, I would like to understand what resources and support systems your school provides. Specifically, I am interested in any counseling services, mental health programs, or referral options that may assist students facing emotional or psychological challenges.

Additionally, if you could provide information regarding the qualifications of the staff, availability of services, and any partnerships with outside mental health organizations, I would greatly appreciate it.

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

Sincerely,

[Your Name]