

# Notification of Mental Health Assessment

Dear [Recipient's Name],

We are writing to inform you that your mental health assessment has been scheduled for [Date] at [Time]. The assessment will take place at [Location].

Please ensure that you arrive at least [X minutes] early to complete any necessary pre-assessment paperwork.

If you have any questions or need to reschedule, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]