

Notice of Mental Health Assessment Meeting

Dear [Recipient's Name],

We are writing to inform you about a scheduled mental health assessment meeting concerning your wellbeing. Below are the details:

Meeting Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** Approximately [Insert Duration]

Purpose of the Meeting:

The primary goal of this meeting is to assess your mental health needs and discuss potential support options available to you.

What to Expect:

- Confidential discussion regarding your mental health.
- Assessment by qualified professionals.
- Opportunity to ask questions and express concerns.

Please confirm your attendance by [Insert RSVP Deadline]. If you have any questions before the meeting, feel free to contact us at [Insert Contact Information].

We look forward to seeing you and supporting you in this process.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]