

Wellness Check Request

Date: [Insert Date]

To: Student Services Department

From: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

Dear Student Services Team,

I am writing to request a wellness check for [Student's Name], a student at [School/University Name]. I have noticed some concerning behaviors that suggest they may be struggling with their mental or emotional health.

Details:

- Observation 1: [Describe behavior or situation]
- Observation 2: [Describe behavior or situation]
- Observation 3: [Describe behavior or situation]

I believe that a welfare check may provide the necessary support and resources for [Student's Name] during this challenging time.

Thank you for your attention to this matter. I appreciate any assistance you can provide.

Sincerely,

[Your Name]

[Your Position, if applicable]