

# Scheduled Mental Health Evaluation

Date: [Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your mental health evaluation has been scheduled. Please find the details below:

**Date:** [Evaluation Date]

**Time:** [Evaluation Time]

**Location:** [Evaluation Location]

Please arrive 15 minutes early to complete the necessary paperwork. If you need to reschedule, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]