

Request for Mental Health Evaluation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a mental health evaluation for [Patient's Name], who is experiencing [briefly describe the symptoms or concerns]. Given the ongoing challenges, I believe a professional assessment would be beneficial in addressing [his/her/their] needs.

In particular, I have noticed [describe specific behaviors or symptoms], which have raised my concern. A comprehensive evaluation could help determine the necessary steps for [his/her/their] mental well-being and access to appropriate resources.

Please let me know the next steps in this process and any information you require from my end. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Relationship to Patient]

[Your Contact Information]