

Request for Mental Health Support

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[School/University Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student in the [Your Program Name] program at [School/University Name]. I am writing to formally request support regarding my mental health.

Over the past [duration], I have been experiencing [briefly describe your mental health challenges, e.g., anxiety, depression]. Although I have been trying to manage these challenges, I have found it increasingly difficult to maintain my academic performance and overall well-being.

I am seeking assistance and would appreciate any resources or support services you can recommend. Additionally, I would be grateful for the opportunity to discuss my situation further, whether through a meeting or access to counseling services.

Thank you very much for your understanding and support. I look forward to your response.

Sincerely,

[Your Name]
[Your Student ID]
[Your Contact Information]