(Your Name)

(Your Address)

(Date)

Dear Sir/Madam,

I am writing this letter to inform you that my patient (name of the patient) and your student is suffering from (tell what mental health condition they are facing at the moment). It has been advised that they take some days off school so that he/she can get better.

(Name of the student) will be able to resume normal school activities on (give the date here). I have enclosed his/her reports with this letter.

If you have any questions, please feel free to contact my secretary at (give the number here). You can do this from (tell when they can contact you).

Warm regards,

Your name

Title

Contact number

Signature