

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [School Nurse/Principal's Name],

I am writing to inform you that my child, [Child's Name], will need to have an EpiPen available during school hours due to a diagnosed allergy to [specific allergen].

Please find the necessary documentation from our healthcare provider attached, which outlines the allergy and the prescribed treatment plan. It is crucial for the safety and well-being of my child that the EpiPen is accessible at all times while at school.

I kindly request that you keep a copy of this letter and the attached documentation on file and ensure that all staff who may come into contact with my child are aware of this allergy and the procedure for using the EpiPen in case of an emergency.

Thank you for your attention to this important matter. Please feel free to contact me if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Relationship to the Child]
[Child's Grade/Class]