

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request that my child, [Child's Name], be allowed to use an EpiPen at school due to their allergy to [specific allergen].

[Child's Name] has been diagnosed with a severe allergy that may lead to anaphylaxis, and it is vital that they have access to their EpiPen at all times during school hours. We have provided [Child's Name] with an EpiPen, and I have attached a copy of their allergy action plan from our physician, Dr. [Doctor's Name], outlining the steps to take in case of an allergic reaction.

I would appreciate your assistance in ensuring that [Child's Name]'s EpiPen is kept in a safe but accessible location within the school, and that relevant staff members are aware of their allergy and the proper procedures to follow in case of an emergency.

Thank you for your attention and support in keeping [Child's Name] safe while at school. Please feel free to contact me at [Phone Number] or [Email Address] should you have any questions or require further information.

Sincerely,

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