

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an assessment for Post-Traumatic Stress Disorder (PTSD). Due to [briefly explain the circumstances leading to this request, e.g., traumatic experiences, symptoms], I believe it is necessary to undergo a professional evaluation.

I would appreciate any assistance you could provide in scheduling an appointment at your earliest convenience. Please let me know the necessary steps and any documentation required for this assessment. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]