

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing this letter to provide a comprehensive account of my experience with [Patient's Name], who has been a close friend of mine for [duration of your relationship]. I am aware that they are undergoing an evaluation for sleep apnea, and I would like to share my observations regarding their condition.

Over the past [duration], I have noticed several concerning behaviors and symptoms related to [Patient's Name]'s sleep patterns. Specifically, I have observed:

1. ****Loud Snoring****: During our sleepovers, I have frequently heard [Patient's Name] snoring loudly, often so much that it disrupts my sleep.
2. ****Choking or Gasping****: On multiple occasions, I have witnessed [Patient's Name] abruptly waking up in the night, gasping for air, which is alarming and has led to increased concern about their health.
3. ****Daytime Fatigue****: [Patient's Name] often expresses feelings of excessive daytime drowsiness and has difficulty staying awake during activities like watching movies or during social gatherings, which is unusual for their typically active persona.
4. ****Mood Changes****: I have also noted fluctuations in [Patient's Name]'s mood, which correlates with their sleep disturbances. They often feel irritable and moody, especially on days when they report poor sleep the night before.

5. ****Work and Daily Life Impact****: The repercussions of their sleep disturbances seem to extend into their professional life as well. [Patient's Name] has mentioned difficulties concentrating at work and a decline in productivity, likely due to lack of restful sleep. It is clear to me that [Patient's Name] is facing significant challenges related to their sleep. I believe that a thorough evaluation for sleep apnea could provide crucial insights into their health and well-being. [Patient's Name] deserves the opportunity to receive proper diagnosis and treatment.

Thank you for considering my observations. If you require further information or would like to speak with me directly, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]