

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing this letter to provide a comprehensive account of my experience with [Person's Name] and their struggle with sleep apnea. I have known [Person's Name] for [Number] years, and during this time, I have witnessed the impact that sleep apnea has had on their daily life and overall well-being.

[Person's Name] has shared with me their symptoms, which include [list specific symptoms, e.g., loud snoring, gasping for air during sleep, excessive daytime sleepiness, difficulty concentrating, etc.]. These symptoms have not only affected their sleep quality but have also led to [discuss any impacts on personal, professional, or social life, e.g., falling asleep during work, strained relationships, etc.].

I have been present during various situations where [Person's Name] exhibited clear signs of distress due to their condition. [Provide specific examples or anecdotes that illustrate the struggles they face, such as difficulty staying awake during a family gathering, feeling unusually fatigued after a full night's sleep, etc.].

Furthermore, [Person's Name] has taken steps to manage their condition, such as [mention any treatments or interventions they have tried, e.g., CPAP therapy, lifestyle changes, consultations with healthcare professionals, etc.]. Despite these efforts, the challenges of living with sleep apnea continue to persist.

I believe it is crucial to acknowledge the seriousness of sleep apnea and its effects on those who live with it. [Person's Name] deserves support and understanding as they navigate this condition. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Contact Information]