

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you regarding my friend, [Buddy's Name], who has been struggling with sleep apnea. I would like to provide some insight into how this condition has impacted their daily life and overall well-being.

[Buddy's Name] has been diagnosed with sleep apnea, which has led to [specific difficulties, e.g., excessive daytime sleepiness, difficulty concentrating, mood changes]. As someone who cares deeply for them, I have witnessed firsthand the challenges they face due to this condition. [Include a personal anecdote that illustrates the impact of sleep apnea on your buddy's life, such as missed work or difficulties in social situations.]

It is important to acknowledge that [Buddy's Name] has taken steps to manage their condition, such as [mention any treatments or therapies]. However, sleep apnea continues to be a significant barrier to their quality of life.

I sincerely hope this letter will provide you with valuable insight into [Buddy's Name]'s situation and the necessity of accommodating their needs related to this condition. Thank you for considering this information.

Sincerely,
[Your Name]