

Dear...

Re. *[Name, address]*

DOB:

We are helping the above named client with *[insert issue e.g. their claim for benefits, request for housing]*

We note that they have mental health difficulties, and believe this is affecting their ability to cope with managing their affairs. *[If appropriate outline the kind of difficulties we have noticed, or that we anticipate.]*

We believe it would be helpful if we could, with their consent, give information about these difficulties to
[Outline the organisation or organisations with whom this information will be shared and how this information may help forward the client's case.]

It would help if we could include evidence from a medical practitioner. X has identified you as the medical professional who is best placed to know about their mental health, and has signed the enclosed consent form for us to approach you.

We have provided the attached mental health evidence form, which we hope is helpful in setting out what we need to know.

We would be very grateful indeed if you could complete the form, and return it to us in the stamped addressed envelope enclosed..

(Neither they nor Citizens Advice Richmond have any funds to pay for medical evidence, and we do hope that you will agree to waive any fee in this case.)

Thank you very much for your help

Yours Sincerely.