

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Request List of Employees to be Tested

Dear :

I am requesting a list of the employees who are to be tested for ADHD. Please forward me a copy of this list so that I may have it on file. Thank you for your assistance in this matter.

Sincerely,

N A M E