October 31, 20XX

Dr. Kate Billings

Academic Resource Center

Leavey Center

Georgetown University

October 31, 20XX

Dear Dr. Billings:

I write in reference to Jane Hoya, a Georgetown University student who has been under my care for the last 6 months. Ms. Hoya has been diagnosed with fibromyalgia, an arthritis-related condition that is characterized by generalized muscular pain and fatigue. Despite numerous treatments intended to reduce her symptoms, Ms. Hoya’s day-to-day activities

have been significantly restricted due to the pain caused by this condition. She has had difficulty completing all the assignments required for her courses and may need to adjust her academic work accordingly. It is my recommendation that she reduce her courseload to X credits this semester.

Please feel free to contact me if you need additional information on this matter.

Sincerely,

Jack Bulldog

Jack Bulldog, M.D.