

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Service Expansion at [FQHC Name]

I hope this letter finds you well. I am writing to formally request the expansion of services at [FQHC Name] to better meet the growing healthcare needs of our community.

[Briefly introduce your FQHC, its mission, and the current services offered.]

As you may know, our community has seen a significant increase in [specific health issues, population growth, etc.]. In response to this demand, we propose to expand our services to include [list specific services, e.g., dental, mental health, etc.].

[Provide supporting data or evidence that underlines the need for service expansion, including statistics, community feedback, etc.]

We believe that by expanding our services, we can provide comprehensive healthcare solutions and improve health outcomes for our patients. We are seeking [specific resources, funding, support, etc.] to support this expansion.

Thank you for considering our request. We are committed to enhancing healthcare access for all members of our community and believe this expansion will play a crucial role in achieving that goal.

Sincerely,

[Your Name]

[Your Title]

[FQHC Name]

[Contact Information]