

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce an open position at [Your Organization Name], a Federally Qualified Health Center (FQHC), for [Job Title]. As a vital part of our mission to provide accessible and quality healthcare to underserved communities, we are looking for dedicated individuals who are passionate about making a difference.

The ideal candidate will possess [briefly list qualifications, skills, and experience required]. In this role, you will [briefly describe key responsibilities and impact on the community].

We encourage candidates who are committed to serving diverse populations and improving health outcomes to apply. Our organization offers a supportive work environment, competitive salaries, and comprehensive benefits.

If you know anyone who would be a great fit for our team, please share this opportunity. Applications can be submitted to [application submission details] by [application deadline].

Thank you for your continued support in helping us build a strong team dedicated to community health.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Phone Number]

[Your Email Address]