

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Agency/Office Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Registration for Health and Human Services

I am writing to formally register for the health and human services program. Enclosed are the necessary documents required for the registration process.

1. Completed application form
2. Proof of residency
3. Identification documents

I appreciate your assistance in processing my application and look forward to contributing positively to the community through this program. Thank you for your attention.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]