

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

[Recipient Name]
[Department/Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: HHS Registration Application

I am writing to formally submit my application for registration with the Department of Health and Human Services (HHS).

[Briefly explain your reason for registration and any relevant background information. Include any applicable details about your organization, if relevant.]

Attached to this letter, please find the required documents for the registration process, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I appreciate your consideration of my application and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]
[Your Position/Title, if applicable]
[Your Organization/Company Name, if applicable]