

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

[Recipient Name]
[Recipient Title]
[Department of Health and Human Services]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally register [Your Organization's Name] with the Department of Health and Human Services (HHS). We are committed to [brief description of your organization's mission or purpose] and believe that our programs align with HHS's objectives.

As per the registration requirements, please find enclosed the necessary documentation, including:

1. [List document 1]
2. [List document 2]
3. [List document 3]

We appreciate your attention to our registration and look forward to collaborating with HHS to enhance public health initiatives. Should you require any further information or additional documentation, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Title]
[Your Organization]