

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: MHSA Compliance Confirmation

I am writing to confirm that [Your Organization] is in compliance with the Mental Health Services Act (MHSA) requirements. We have implemented the necessary policies and procedures to support mental health services within our community effectively.

As required, we have conducted [specific assessments or audits], and we ensure ongoing staff training on MHSA regulations and guidelines. We have also established a system for reporting and addressing any grievances related to mental health services.

Please find attached the relevant documentation that outlines our compliance measures, including [list any documents such as policies, training materials, or audit results].

Should you require any additional information or clarification, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]