

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

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

Dear [Recipient Name],

I am writing to apply for funding from the Mental Health Services Act (MHSA) to support [Project Name/Description]. This initiative aims to [briefly describe the purpose and goals of the project].

Our organization, [Your Organization Name], has been dedicated to serving [target population] for [number of years]. Through our programs, we have successfully [mention any relevant successes or impact]. With the increasing need for mental health services in our community, we believe that [Project Name] will address critical gaps by [explain how the project will help].

The funding we are requesting amounts to [specific dollar amount]. These funds will be utilized for [detail how the funds will be allocated, including personnel, resources, and operations]. We anticipate that this project will benefit [number of individuals/communities served] and contribute to [long-term impact].

Attached to this letter, you will find our detailed project proposal, which outlines our objectives, timeline, and evaluation methods. We are committed to transparency and accountability and look forward to the opportunity to demonstrate the effectiveness of our approach.

Thank you for considering our application. We are excited about the potential partnership and the positive impact we can make together in our community. Please feel free to contact me at [your phone number] or [your email address] if you require any additional information or clarification.

Sincerely,

[Your Name]
[Your Title]
[Your Organization Name]
[Organization Website] (if applicable)