

[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 submit my application for the [specific program, grant, or opportunity] under the Mental Health Services Act (MHSA). I believe that my [briefly state your qualifications, experience, or the purpose of your submission] aligns well with the goals of the MHSA to improve mental health services in our community.

[In this paragraph, provide a brief overview of your project, program, or proposal, including objectives, target population, and expected outcomes. Include any relevant data or statistics that support your submission.]

I am committed to [explain your dedication to mental health services or the specific needs of the community], and I am confident that this initiative will make a significant impact on [explain how it aligns with MHSA values or objectives].

Attached to this letter are the required documents [mention any attachments, such as project proposal, budget, etc.], as well as any other supporting materials that may assist in the review of my application.

Thank you for considering my submission. I look forward to the opportunity to further discuss how my proposal can contribute to the advancement of mental health services in our area. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require additional information.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]