

[Your Name]  
[Your Title]  
[Department/Office Name]  
[Organization Name]  
[Street Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Mental Health Services Administration]  
[Department Name]  
[Street Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
Subject: [Subject of the Letter]  
[Introduction: Briefly introduce the purpose of your letter.]  
[Body: Provide detailed information, including any necessary background,  
data, or specific requests.]  
[Conclusion: Summarize the main points and specify any actions you wish  
the recipient to take.]  
Thank you for your attention to this matter. I look forward to your  
prompt response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Department/Office Name]