

****MHSA Letter Writing Template****

[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 hope this letter finds you well.

[Introduction: Briefly introduce yourself and state the purpose of your letter.]

[Body Paragraph 1: Provide relevant background information or context related to your purpose.]

[Body Paragraph 2: Present your main points or requests clearly and logically.]

[Body Paragraph 3: Share any supporting information, personal experiences, or relevant data that strengthens your case.]

[Conclusion: Summarize your main points and express your hope for a positive outcome or action.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Organization, if applicable]