

[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. I am writing to express my interest in the [specific position or program] at [Organization Name] as part of the Mental Health Services Administration. With a background in [your field, e.g., psychology, social work, etc.] and a passion for improving mental health services, I believe that my skills and experiences align well with the goals of your organization.

[Briefly describe your qualifications, relevant experiences, and why you are interested in this position/program.]

I am particularly impressed by [mention any specific initiatives or values of the organization that resonate with you], and I would be honored to contribute to such impactful work.

Thank you for considering my application. I look forward to the possibility of discussing how I can support the important mission of [Organization Name].

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your LinkedIn Profile or Professional Website, if applicable]