

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

[Date]
[Recipient's Name]
[Institution Name]
[Department/Office]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the Master of Health Services Administration (MHSA) program offered at [Institution Name].

I am particularly interested in learning more about the course structure, faculty expertise, and potential career opportunities for graduates. Additionally, I would appreciate any information regarding application deadlines, prerequisites, and available scholarships or financial aid.

Thank you for your time. I look forward to your response.

Sincerely,
[Your Name]