

[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]