

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

[Recipient Name]
[Title/Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to you regarding [briefly state the purpose of your letter, e.g., "my interest in the Mental Health Services Act (MHSA) funding opportunities"].

[Provide a detailed explanation of your concerns, suggestions, or requests related to MHSA. Include any relevant data, personal experiences, or observations that support your points. Be concise and clear.]

I believe that [summarize your main point and its significance]. I urge you to consider [specific action you want the recipient to take or particular issue you want to address].

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]