

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

Dear [Recipient Name],

Subject: Proposal for Mental Health Services Act (MHSA) Program

I am writing to propose a new program under the Mental Health Services Act (MHSA) aimed at [briefly describe the purpose of the program, e.g., increasing access to mental health services in underserved communities].

Program Overview:

[Provide a brief overview of the program, including its objectives, target population, and key activities.]

Needs Assessment:

[Present data and evidence supporting the need for this program in the community, including any relevant statistics or testimonials.]

Program Implementation:

[Outline the proposed timeline for the implementation of the program, including key milestones and responsible parties.]

Budget:

[Provide a summary of the estimated budget for the proposed program, highlighting any expected funding sources.]

Evaluation Plan:

[Describe how the program's success will be measured, including specific evaluation metrics and methods.]

Conclusion:

I believe that this program will significantly contribute to [summarize the expected positive outcomes]. I would be happy to discuss this proposal in further detail and explore ways we can collaborate to make a lasting impact on our community.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]