

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the benefits available through the MHS Genesis program. My [relationship, e.g., "military spouse," "service member," etc.] and I would like to understand the specific services and support that are offered under this program, as we are eager to ensure that we receive all necessary assistance.

Could you please provide detailed information about the following:

1. Eligibility criteria for accessing MHS Genesis benefits.
2. Types of services and support included in the program.
3. How to navigate the MHS Genesis platform for scheduling appointments and accessing records.
4. Any relevant deadlines or important dates to be aware of.

Thank you for your attention to this matter. I appreciate your assistance and look forward to your prompt response.

Sincerely,

[Your Name]