

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

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

Dear [Recipient Name],

I am writing to inquire about the preventive health services available through MHS Genesis. As a [insert your role, e.g., service member, family member, etc.], I am interested in understanding the full range of services offered and how I can access them.

Specifically, I would like information regarding:

1. Routine screenings and assessments
2. Vaccination programs
3. Health promotion resources
4. How to schedule appointments for these services

I appreciate the efforts made by MHS Genesis to ensure the health and wellness of its patients, and I look forward to your prompt response regarding the available preventive health services.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Service Number or ID (if applicable)]