

**\*\*MHSA Letter Template Guidelines\*\***  
**\*\*Subject Line:\*\*** [Your Name] - MHSA Funding Application  
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**\*\*[Your Name]\*\***  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
**\*\*[Recipient's Name]\*\***  
[Recipient's Title]  
[Organization/Agency Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I am writing to formally submit my application for the Mental Health Services Act (MHSA) funding for [specific purpose, e.g., a community mental health initiative].  
**\*\*Project Overview\*\***  
Provide a brief description of the project, including objectives and target population.  
**\*\*Need for Funding\*\***  
Outline the specific needs the project addresses, supported by relevant data or testimonials.  
**\*\*Project Goals and Outcomes\*\***  
List the measurable goals and anticipated outcomes of the proposed project.  
**\*\*Budget Overview\*\***  
Include a brief summary of the budget, highlighting key expenses related to the project.  
**\*\*Conclusion\*\***  
Thank you for considering my application. I look forward to the opportunity to contribute to mental health services in our community.  
Sincerely,  
[Your Name]  
[Your Title, if applicable]  
[Your Organization, if applicable]  
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**\*\*Attachments:\*\***  
1. Detailed Project Proposal  
2. Budget Breakdown  
3. Supporting Documents  
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**\*\*End of Template\*\***