

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

Dear [Recipient Name],

I am writing to express my interest in applying for the Master of Health Services Administration (MHSA) program at [University Name].

**\*\*Introduction\*\***

- Briefly introduce yourself and your current qualifications.
- State your interest in the MHSA program and its significance to your career goals.

**\*\*Academic Background\*\***

- Highlight your relevant academic achievements.
- Discuss any relevant coursework or projects related to health services administration.

**\*\*Professional Experience\*\***

- Share your work experience in healthcare or administrative roles.
- Emphasize specific responsibilities and accomplishments that demonstrate your suitability for the program.

**\*\*Career Goals\*\***

- Outline your short-term and long-term career aspirations in health services administration.
- Explain how the MHSA program will help you achieve these goals.

**\*\*Why This Program\*\***

- Discuss why you chose [University Name] and the specific MHSA program.
- Mention any faculty, courses, or resources that particularly attract you to the program.

**\*\*Conclusion\*\***

- Reiterate your enthusiasm for the program.
- Thank the recipient for considering your application and express your hope for a favorable response.

Sincerely,

[Your Name]