

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for the [specific program or position] in the Mental Health Services Administration (MHSA). As [his/her/their] [relationship to the applicant, e.g., professor, supervisor, mentor] for [duration], I have had the privilege of observing [his/her/their] dedication and passion for mental health advocacy and services.

[Paragraph highlighting the applicant's skills, experiences, and qualities related to MHSA.]

[Paragraph discussing a specific project or achievement that showcases the applicant's capabilities.]

[Paragraph expressing confidence in the applicant's future contributions to the field and potential impact on MHSA.]

I firmly believe that [Applicant's Name] possesses the skills, knowledge, and commitment necessary to excel in [his/her/their] pursuit of [specific program or position]. I highly recommend [him/her/them] for this opportunity and am confident that [he/she/they] will be an asset to your team.

Thank you for considering [Applicant's Name]. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]