

****MHSA Letter Creation Process Template****

1. ****Header****
 - Organization Name
 - Address
 - City, State, Zip Code
 - Phone Number
 - Email
 - Date
2. ****Recipient's Information****
 - Name
 - Title (if applicable)
 - Organization Name
 - Address
 - City, State, Zip Code
3. ****Subject Line****
 - RE: [Subject of the Letter]
4. ****Greeting****
 - Dear [Recipient's Name],
5. ****Introduction****
 - Brief introduction of the purpose of the letter.
 - Mention connection to MHSA.
6. ****Body Paragraphs****
 - ****Paragraph 1:**** Describe the issue or need related to mental health services.
 - ****Paragraph 2:**** Explain how the services align with MHSA goals.
 - ****Paragraph 3:**** Provide supporting data or anecdotal evidence.
 - ****Paragraph 4:**** Outline any collaborative efforts or partnerships.
7. ****Conclusion****
 - Summarize key points.
 - Emphasize the importance of the MHSA funding/support.
8. ****Call to Action****
 - Encourage a meeting or follow-up discussion.
9. ****Closing****
 - Sincerely,
 - [Your Name]
 - [Your Title]
 - [Your Organization]
10. ****Attachments (if applicable)****
 - List of any attached documents.