

[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 hope this message finds you well. My name is [Your Name], and I am reaching out to inquire about the mental health support services offered by [Organization Name].

I am particularly interested in learning more about the types of services available, eligibility criteria, and how to access these resources. Additionally, I would appreciate any information regarding support groups, counseling, or community outreach programs that may be available.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]