

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Agency Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request support services for mental health assistance. Given the challenges I have been facing recently, I believe that professional support would be beneficial for my mental well-being.

As an individual striving to manage [briefly describe your situation, e.g., anxiety, depression, personal challenges], I am seeking access to therapy sessions, counseling, or any other resources that may be available through your organization.

Furthermore, I would appreciate any information regarding the eligibility criteria, process, and potential waiting times for these support services.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]