

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about community mental health programs available in [specific area or community]. As a [mention your role or relationship to mental health, e.g., concerned citizen, mental health advocate, etc.], I am keen on understanding the services and resources that are provided to support mental well-being in our community.

Could you please provide information regarding the following:

- Types of mental health programs currently offered
- Eligibility criteria for participants
- Available support resources, including counseling services and workshops
- How to get involved or refer someone in need of help

Thank you for your time and assistance. I look forward to your response and learning more about the important work being done in our community.

Sincerely,

[Your Name]