LETTER OF INTRODUCTION (SAMPLE)

DATE

(Addressee)
(Title)
(Organization)
(Address)

Dear (name):

My name is (XX) and I am a volunteer/chapter leader/support group leader for the (CITY) chapter/support group of the Depression and Bipolar Support Alliance (DBSA), the nation’s leading patient-centered organization focusing on mood disorders, including depression and bipolar disorder, with more than 400 local support groups across the country.

Our mission is to provide hope, help, support, and education to improve the lives of people who have mood disorders and DBSA envisions wellness for people living with depression and bipolar disorder. Mood disorders affect over 21 million Americans, account for over 50% of the nation’s suicides every year, and cost $23 billion in lost workdays and other workplace losses. We also understand that mood disorders are indiscriminate, affecting people across all ages, races, ethnic groups, and social classes.

However, for members of systemically underserved communities, long-standing inequities have hindered access to vital mental health care services and created significant disparities in the quality of mental health care. For example, veterans experience rates of suicide much higher than the national average. Police officers report higher rates of depression, anxiety, and post-traumatic stress syndrome. Rates for depression and suicide in rural areas are much higher than in urban areas, yet members of rural communities are less likely to access mental healthcare services. Black Americans are 20% more likely than the general population to experience serious mental health symptoms, yet only one in three who need mental health care receive it because of barriers such as stigma or high insurance costs.

In (YOUR CITY), (CITE A STATISTIC THAT REFLECTS A MENTAL HEALTH DISPARITY IN YOUR CITY/MARKET). DBSA is committed to expanding resources to underserved communities in (CITY) to help narrow the disparities that exist in mental health care. To do so, we want to understand where additional outreach is needed and resource gaps exist, and how we can collaborate with (NAME ORGANIZATION) to offer support in a culturally competent manner. I am interested in meeting with you or a member of your organization to learn more about the mental health needs of the community and how the DBSA (CITY) chapter can help.

If you have time for a brief conversation, please let me know. I can be reached at (EMAIL ADDRESS) or by phone at (xxx-xxx-xxxx). I look forward to hearing from you. Thank you.

Kind regards,