

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Agency/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request respite care services for [care recipient's name], who requires assistance due to [brief description of the care recipient's condition or needs]. As a primary caregiver, I have been providing continuous support to [him/her/them], and I believe that respite care will not only benefit [care recipient's name] but also allow me the opportunity to recharge and maintain my well-being.

I would like to inquire about the options available for respite care, including the types of services provided, scheduling, and any associated costs. Additionally, if there are specific eligibility requirements or documentation needed to facilitate this request, please let me know.

I appreciate your attention to this matter and look forward to your timely response. Thank you for the support you provide to caregivers like myself.

Sincerely,

[Your Name]
[Your Relationship to Care Recipient]