

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request respite care services for [Name of Care Recipient], who requires additional support due to [brief explanation of the situation].

The specific dates I am seeking assistance for are [start date] to [end date]. This respite care will greatly help [explain how it will benefit you and the care recipient].

Please let me know the availability of services and any necessary steps I need to complete for this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]