

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

[Recipient's Name]
[Recipient's Title/Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to arrange respite care for [Name of the person requiring care] due to [brief explanation of the situation or reason for respite care].

We are seeking respite care services from [start date] to [end date].

Here are some details regarding the care requirements:

1. **Care Recipient Name:** [Name]
2. **Age:** [Age]
3. **Medical Conditions:** [List any relevant medical conditions or disabilities]
4. **Daily Routine:** [Brief description of daily activities/needs]
5. **Preferred Caregiver Qualifications:** [Any specific qualifications or experience required]

Please let me know about the availability of services during this period and any necessary documentation that you may require. If possible, I would appreciate a meeting or a call to discuss this arrangement further. Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Relationship to Care Recipient, if applicable]