

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request information regarding individual respite care services for [Name of Individual] who [briefly describe the individual's condition/situation].

As [explain your relationship with the individual, e.g., caregiver, family member], I am seeking options for respite care to ensure that [Name of Individual] receives the support they need while allowing me time to recharge.

I would appreciate any details on the services you offer, including:

1. Availability and scheduling options
2. Types of respite care provided
3. Costs and payment options
4. Any necessary assessments or eligibility criteria

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]