

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Respite Care Provider's Name]
[Provider's Address]
[City, State, Zip Code]
Dear [Provider's Name],

I hope this message finds you well. I am writing to discuss the potential planning of respite care for [Name of the person needing care], who is in need of temporary relief from their regular caregiving arrangements.

We are looking for respite care services to take place from [start date] to [end date]. During this period, [Name] would require assistance with [specific needs, e.g., daily activities, medication management, etc.].

Please let me know if you have availability during these dates and if you require any additional information to help facilitate the planning process. I would appreciate any further details regarding your services, fees, and the onboarding process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Relationship to the Person Needing Care]