

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request respite care for my [relation, e.g., father, mother, spouse], [Name of Individual], who requires assistance due to [briefly explain the condition or situation, e.g., a chronic illness, disability].

As a primary caregiver, I am in need of support to ensure that [Name] receives the care they need while also allowing me some time to rest and recharge.

I am seeking respite care for the dates of [start date] to [end date]. During this time, I would appreciate any available options for care, including in-home care, facility-based care, or other alternatives that your organization may offer.

Please let me know the process for arranging respite care and any necessary documentation you may require. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]