

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Agency/Organization Name]  
[Agency Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out to inquire about the respite care services offered by [Agency/Organization Name]. As a caregiver for [Name of the individual requiring care], I am looking for options to ensure their continuous care while also taking necessary breaks to maintain my well-being.

Specifically, I would like to know more about:

- The types of respite care services available
- Eligibility requirements
- Scheduling and availability
- Costs and payment options
- Any additional support or resources provided

Please feel free to contact me at [your phone number] or [your email address] to discuss this matter further. I appreciate your time and assistance in helping me find the right respite care solutions.

Thank you for your attention.

Sincerely,

[Your Name]