

[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 request respite care support for [Name of the person needing care], who is currently [briefly explain the situation, e.g., dealing with a medical condition, requiring daily assistance, etc.].

As a caregiver, it has become increasingly challenging to manage [his/her/their] needs while also taking care of my own well-being. I would greatly appreciate any assistance or guidance you can provide regarding respite care options available in our area.

[Optional: Briefly explain the specific needs of the individual, the duration of care needed, and any preferences for care providers if applicable.]

Thank you for considering my request. I look forward to your response and any resources you may be able to share.

Sincerely,
[Your Name]