

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

[Recipient's Name]
[Recipient's Position]
[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 services for [Name of Person in Need of Care]. Due to [briefly explain the reason for requesting respite care, e.g., caregiver exhaustion, health issues, etc.], it has become essential to seek temporary support to ensure that [he/she/they] receives the care and attention required.

The specific needs of [Name] include [list any specific care requirements or conditions]. I am seeking respite for the period of [start date] to [end date] and would appreciate if you could accommodate [him/her/them] during this time.

Please let me know if you require any additional information to facilitate this request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Relationship to the Person in Need of Care]