

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

[Recipient's Name]
[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 services for [Care Recipient's Name], who is under my care. As a primary caregiver, I have been dedicated to ensuring their well-being and comfort; however, I am in need of temporary relief to address my own health and personal obligations.

The specific needs of [Care Recipient's Name] include [list specific needs such as medication management, mobility assistance, social interaction, etc.]. I believe that respite care can provide the necessary support during my time away, ensuring they are cared for by qualified individuals who understand their needs.

I am proposing a respite care schedule of [suggest dates or time frame], during which time I would appreciate assistance. If possible, I would like to discuss available options and any necessary arrangements regarding the care provided.

Thank you for considering my request. I am looking forward to your prompt response and any suggestions you may have regarding the respite care process.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]