

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Respite Care Notification

I hope this letter finds you well. I am writing to inform you about the upcoming respite care services for [Name of the individual receiving care], scheduled from [start date] to [end date].

During this period, [brief description of care plan and services provided], ensuring that all needs are met while providing a break for primary caregivers.

Please confirm your acknowledgment of this arrangement and feel free to reach out if you have any questions or need further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]