

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Organization/Agency Name]  
[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 [Name of Care Recipient], who has been under my care since [Date]. Due to [briefly explain reason, e.g., personal circumstances, health issues, etc.], I am in need of temporary support to ensure their ongoing care and well-being.

I am seeking respite care services for the following dates: [start date] to [end date]. During this time, I would appreciate assistance with [specific needs such as companionship, personal care, supervision, etc.]. [Include any additional relevant information about the care recipient's needs or preferences, and any particular requirements for the respite care provider.]

Thank you for considering my request. I look forward to your prompt response so that we can discuss suitable arrangements.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]