

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request respite care services for [Name of the individual needing care], who requires assistance due to [brief description of the condition or situation]. We are seeking support to ensure their well-being while providing relief for the primary caregivers.

We are interested in [specific services or support needed, e.g., the duration of care, activities involved, special requirements]. Our preferred schedule would be [include preferred days/times if applicable]. Please let us know the next steps in arranging this care and any necessary documentation required. Thank you for your attention to this matter.

Sincerely,
[Your Name]