

[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 express my support and commitment to ensuring that our elderly parents receive the care and assistance they need as they age.

As you know, [Parent's Names] have always been there for us, providing love, guidance, and support throughout our lives. It is now our turn to return that care.

I propose that we come together to discuss the best ways we can support them moving forward. Whether it's coordinating medical appointments, helping with daily chores, or simply spending quality time with them, I believe our collaboration can make a significant difference in their lives.

Let's plan a meeting to discuss how we can effectively share responsibilities and support [Parent's Names]. I am available on [insert dates and times], and I hope this works for you.

Thank you for considering this important matter. I look forward to working together to ensure our parents are happy and well taken care of.

Warm regards,

[Your Name]