

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Long-Term Care

I am writing to formally apply for long-term care services for [Name of the individual needing care], who is [Relationship to you, e.g., my mother, spouse, etc.], due to [briefly state the reason for care need, e.g., a medical condition, age-related issues, etc.].

[Provide background information about the individual: age, medical history, current health status, and any specific needs that warrant long-term care.]

[Explain why you believe long-term care is necessary, detailing any challenges faced in current care arrangements or daily living activities.]

[Discuss any relevant documentation you are including, such as medical records, assessments, or other supporting documents.]

[Conclude with a request for further information on the application process, including how to proceed and any additional steps that are needed.]

Thank you for considering this application. I look forward to your prompt response.

Sincerely,
[Your Name]