

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

Dear [Recipient Name],

I am writing to formally apply for a Long Term Care (LTC) program. I believe that this program is essential for [briefly explain your reason for applying].

[Provide additional details about your situation, needs, or qualifications that support your application.]

Thank you for considering my application. I look forward to your positive response.

Sincerely,  
[Your Name]