

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

Dear [Recipient Name],

I am writing to formally apply for the Long-Term Care (LTC) program at [Facility/Organization Name]. With a strong commitment to providing compassionate care and support to individuals with diverse needs, I believe I would be a valuable addition to your team.

I have [number] years of experience in the healthcare field, specifically working with elderly patients and individuals with chronic illnesses. My background includes [briefly describe relevant experience, skills, or certifications]. I am passionate about enhancing the quality of life for residents and ensuring they receive the best possible care.

I am particularly drawn to [Facility/Organization Name] because of your commitment to [specific aspect of the organization, e.g., patient-centered care, community involvement, etc.]. I admire your [mention any specific programs or values that resonate with you].

Enclosed are my resume and references for your consideration. I am looking forward to the opportunity to discuss how I can contribute to your team and support the residents of [Facility/Organization Name]. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,  
[Your Name]