

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

Dear [Recipient's Name],

Subject: Request for Assistance with LTC Application

I hope this letter finds you well. I am writing to seek your assistance in the preparation and submission of my Long-Term Care (LTC) application due to [briefly explain reason, e.g., medical condition, family situation].

I am currently [provide a brief summary of your situation and why you need LTC]. Given the complexities involved in the application process, I would greatly appreciate your guidance in ensuring that I meet all necessary requirements and provide the needed documentation.

Specifically, I would like assistance with:

1. Understanding the eligibility criteria for LTC.
2. Compiling the required documents, such as [list any specific documents needed].
3. Completing the application form accurately.

I am hoping to submit my application by [provide a specific date], and any support you can provide would be invaluable. Please let me know a convenient time for us to discuss this further.

Thank you very much for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]