

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[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 [Name of Facility/Organization]. I have a strong interest in providing compassionate and dedicated care to individuals in need, and I believe that my skills and experience align well with the objectives of your program.

[Briefly explain your background and qualifications related to LTC. Mention any relevant education, certifications, or experience in the field.]

I am particularly drawn to [specific aspect of the LTC program or organization] because [explain your motivation and what you hope to contribute]. I am committed to fostering a supportive and comfortable environment for residents and their families.

Enclosed with this letter are my [resume, references, other relevant documents]. I would appreciate the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed program.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]