

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

[Recipient Name]
[Recipient Title]
[Organization/Company Name]
[Organization Address]
[City, State, Zip Code]

Subject: Request for Documentation Related to LTC

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the necessary documentation required for my Long-Term Care (LTC) application. The specific documents I am seeking include:

1. [Document 1]
2. [Document 2]
3. [Document 3]

Providing this information at your earliest convenience would be greatly appreciated as it will assist in expediting my LTC process. If there are any forms or additional information needed from my side, please do not hesitate to let me know.

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

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company Name, if applicable]