

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

[Recipient's Name]  
[Facility Name]  
[Facility Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I wanted to take a moment to reach out and connect with you.

[Share a little about yourself--interests, hobbies, or experiences that relate to them.]

I want you to know that you are not alone, and there are people who care about you. [Offer words of encouragement or support based on their situation.]

If you feel comfortable, I would love to hear about your interests or what you enjoy doing. [Ask open-ended questions to prompt a response.]

Please take care of yourself, and know that I am thinking of you. I look forward to your reply.

Warm regards,

[Your Name]

[Optional: Your Contact Information]