

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to discuss the care and support for vulnerable adults under your supervision.

[Body of the letter - include specific concerns, suggestions, or requests related to the care of vulnerable adults. Be clear and concise.]

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

Sincerely,

[Your Name]

[Your Title/Relationship to the vulnerable adult]