

Inquiry for Eldercare Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to inquire about the elder care services offered by your organization. I am currently exploring options for my [father/mother/relative], who requires assistance with daily activities and companionship.

Could you please provide detailed information regarding:

- The types of services available
- Availability and scheduling
- Fees and payment options
- Staff qualifications and training

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

Sincerely,

[Your Name]