

Inquiry Regarding Memory Care Assessment Process

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the memory care assessment process at [Facility's Name]. As we consider options for my [relation] who may benefit from memory care services, I would like to understand how the assessment is conducted, what criteria are used, and the timeline involved.

Additionally, I would appreciate any information regarding the types of support and care that are available following the assessment.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]