

Inquiry for In-Home Personal Care Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to inquire about in-home personal care services available for individuals with disabilities. Specifically, I am seeking information regarding the types of services offered, availability, and pricing.

My [relation, e.g., brother, sister, parent], [Name], requires assistance with [specific needs or tasks, e.g., daily living activities, medication management, etc.]. We are interested in understanding how your services could support [his/her/their] needs.

Could you please provide information on the following:

- Types of personal care services available
- Qualified personnel and their training
- Cost structure and payment options
- Availability for scheduling

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

Sincerely,

[Your Name]