

Request for Information: Personal Care Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request information regarding the personal care services your organization offers. I am considering options for [specific needs or services required, e.g., elderly care, disability assistance, etc.], and would greatly appreciate any details you can provide about your programs.

Specifically, I am interested in the following:

- Types of services provided
- Availability of caregivers
- Cost and payment options
- Qualifications of caregivers
- Scheduling and flexibility

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

Sincerely,

[Your Name]