

# Inquiry for Personal Care Home Health Services

Date: [Insert Date]

To: [Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the personal care home health services offered by your organization. I am currently exploring options for [mention the subject, e.g., "my elderly parent," "a family member," etc.], who requires assistance with daily activities.

Specifically, I would like to know more about the following:

- Types of services provided (e.g., personal care, medication management, companionship)
- Staff qualifications and training
- Availability and scheduling of services
- Cost and payment options
- Any certifications or accreditations your agency holds

Additionally, if possible, I would appreciate receiving any brochures or informational packets that detail the services and programs you offer.

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

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your Address, if applicable]