

# Inquiry About Long-Term Care Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the long-term care services offered by [Company/Organization Name]. As I am currently exploring options for [a family member/myself], I would appreciate any information you could provide regarding your services, including:

- Availability and types of care provided
- Staff qualifications and training
- Pricing and payment options
- Location and facility amenities
- Admission process and requirements

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

Sincerely,

[Your Name]