

Dear [Family Member's Name],

We hope this message finds you well. As we approach important decisions regarding [Patient's Name]'s end-of-life care, we want to ensure that your family's values, wishes, and concerns are heard and integrated into the care plan.

We invite you to a meeting on [Date] at [Time], where we will discuss the options available and how we can best support [Patient's Name] during this time. Your insights and involvement are crucial to us as we seek to provide compassionate care that aligns with [Patient's Name]'s preferences.

Please feel free to bring any questions or concerns you may have. You can reach out to us at [Contact Information] if you require further information or would like to schedule a conversation before our meeting.

Thank you for your understanding and support during this challenging time. We look forward to collaborating with you.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]