

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request information regarding the end-of-life care procedures offered by your organization. As we navigate the complexities associated with such sensitive topics, having a clear understanding of the available options and resources is essential.

Specifically, I would like to inquire about the following:

- The types of end-of-life care services provided.
- Any available counseling or support services for families.
- Details regarding advance directives and living wills.
- Information on hospice care and eligibility criteria.

Your assistance in providing this information would be greatly appreciated. If possible, I would love to schedule a time to discuss this in further detail or receive relevant documentation that outlines your procedures.

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

Sincerely,

[Your Name]