

Meeting Request for Advanced Care Directive Planning

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a meeting regarding the planning of my advanced care directive. It is important to me to ensure that my healthcare wishes are documented and understood by my loved ones and healthcare provider.

I would appreciate the opportunity to discuss the details, answer any questions, and address any concerns you may have. Please let me know your availability for a meeting within the next couple of weeks, and I will do my best to accommodate.

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

Sincerely,

[Your Name]

[Your Contact Information]