

Letter of Concern

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Facility/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my concerns regarding the memory care services provided at [Facility/Organization Name]. As a [family member/friend/advocate] of a resident, I have observed some issues that I believe need to be addressed to ensure the well-being and quality of life for all residents.

Firstly, I have noticed [specific concern, e.g., lack of engagement activities, staffing issues, etc.]. This has raised my worries about the overall care and attention the residents are receiving.

Additionally, I would like to discuss [another specific concern, e.g., medication management, communication between staff and families, etc.]. I believe that addressing these issues is critical for the safety and health of those who depend on your services.

I request a meeting to further discuss these concerns and explore potential solutions. It is my hope that together we can enhance the quality of memory care services for all residents at [Facility/Organization Name].

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

Sincerely,

[Your Name]

[Your Contact Information]