

Request for Tour of Memory Care Facility

Dear [Facility Coordinator's Name],

I hope this message finds you well. My name is [Your Name], and I am currently exploring options for memory care facilities for my [relation, e.g., mother, father], [Name of the person needing care].

I would like to schedule a tour of your facility to learn more about the services you offer and to see the environment in which my loved one would be living.

Could you please let me know your available dates and times for a tour? I am available on [insert a couple of date and time options], but I can adjust my schedule to accommodate yours if needed.

Thank you for your assistance. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Address] (optional)