

Inquiry for Elderly Care Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the elderly care services provided by [Company/Organization Name]. As the primary caregiver for [Elderly Person's Name or "my elderly relative"], I am seeking options that best meet their needs.

Specifically, I would like to know more about the following:

- The types of services you offer
- Availability and scheduling
- Staff qualifications and training
- Costs and payment options
- Any certifications or accreditations

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]