

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am currently seeking information regarding supportive oncology programs that your organization may offer. As someone who is [briefly describe your interest or connection to oncology, e.g., a caregiver, healthcare professional, or patient], I believe that understanding available resources is crucial in navigating the challenges associated with cancer treatment.

Specifically, I would be grateful if you could provide information on the following:

- Types of supportive oncology programs available
- Eligibility criteria for participation
- Locations and scheduling of programs
- Any associated costs or financial assistance options

Thank you for your time and assistance in this matter. I look forward to your prompt response and the valuable information you can provide. Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you need any further details from my side.

Sincerely,

[Your Name]