

# Closure of Caregiving Services

Date: [Insert Date]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to inform you that as of [Insert Closure Date], [Your Organization's Name] will be closing our caregiving services.

This decision was not made lightly. We have greatly valued the opportunity to provide care and support to you and your loved ones. We want to assure you that we are committed to ensuring a smooth transition during this time.

For any ongoing needs or questions, please feel free to reach out to us at [Your Contact Information]. We encourage you to seek alternative caregiving options and are happy to provide recommendations if needed.

Thank you for allowing us to be a part of your care journey. We wish you all the best in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]