

(Date of Letter)

(Care Provider)

(Street Address)

(City, State and Zip Code)

RE: Nursing Home Services

Attn: Nursing Home Administrator

Dear Nursing Home Administrator:

Presently I am exploring various nursing home services in my geographic area on behalf of \_\_\_\_\_ (name of individual for whom nursing care is sought). Before deciding upon specific care for the aforementioned individual, I decided to explore the various options in the area. I wish to hear more about your facility and the services provided. In this regard, kindly supply the undersigned with any information including brochures, pamphlets, cost schedules and related information that best describes the nursing home services and facilities that you have available. Also indicate whether or not your facility is equipped with any special needs provisions, exercise and/or entertainment programs, and/or social functions for the patients under your care.

In addition to the foregoing, if a visit to the facility is at all feasible, kindly advise the undersigned as to a convenient time. Your timely response will be most appreciated. Should you need any additional information from the undersigned, please do not hesitate to make contact at the address or phone number listed below.

Thank you in advance for your fulfillment of this request.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.