

[Your Name/Agency Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

To the Family of [Patient Name],

My name is [Your Name], and I am honored to be providing care for your loved one. I am writing to introduce myself and to let you know that my primary goal is to ensure [Patient Name] receives the highest level of comfort, dignity, and compassionate support during this time.

I understand that this is a sensitive period for your family. I want to assure you that I am committed not only to the physical well-being of [Patient Name], but also to providing emotional support and clear communication to you and your relatives. I believe that care is a collaborative effort, and I value your insights into [Patient Name]'s preferences, routines, and personal history.

During my time with [Patient Name], I will be assisting with:

- [List specific duty, e.g., Daily living activities]
- [List specific duty, e.g., Medication management]
- [List specific duty, e.g., Companionship and emotional support]

I am here to listen to your concerns and answer any questions you may have. Please feel free to reach out to me directly at [Phone Number] or via email at [Email Address] if there is anything specific you would like me to know or if you would like an update on how [Patient Name] is doing.

Thank you for trusting me with the care of your loved one. I look forward to working closely with your family.

With heart-felt sincerity,

[Signature]

[Your Printed Name]
[Your Title/Role]