

Mr. Smith
2541 Ott Road
City, State/Province,
Postal Code/Zip Code

January 1, 2009

Dear Mr. Smith,

Thank you so much for your inquiry into our services. We pride ourselves in providing the very best home care in the **OPTIMAL STAFFNG** Region, and we look forward to the opportunity of working with **your mother**.

OPTIMAL STAFFNG is an in-home service provider, which assists the elderly to lead dignified and independent lifestyles in the comfort and safety of their own homes or apartments. We provide a unique "all-in-one" service to senior residents of the **OPTIMAL STAFFNG** Region. We are committed to providing quality, ethical and professional services. All of our caregivers are carefully selected and highly qualified. Each caregiver is bonded, insured and undergoes a thorough background search. Our employees participate in a very effective and ongoing eldercare-training program and our home service caregivers are given a comprehensive personality test so that we can provide the best caregiver to match **your mother's** needs.

The services provided are varied and encompass respite, homemaking, personal care, handyman tasks, outdoor maintenance, and nursing services. A more thorough listing of our services is outlined in the enclosed brochure. Should a desired service not be listed, chances are very good that we can arrange for it. Assistance is available around the clock, seven days per week. Regular office hours are Monday to Friday from 9:00 am to 5:00 pm. However, requests for urgent service will be handled at any time.

Prior to starting service we like to do an in-home assessment to make certain that **your mother's** needs and our services are a match, and to make certain that all other referrals or resources that need to be utilized are tapped.

Please feel free to call us with any questions or clarifications. We can assure you that **your mother** will be in good hands with us.

Kind regards,

Name
OPTIMAL STAFFNG