



Illinois Public Health Institute

CONTACT:

✉ Alliance for Health Equity, ahel@iphionline.org
🌐 www.illinoismedicalrespite.org

PURPOSE:

The templated language below is designed to help medical respite programs introduce themselves to **potential referral partners** and healthcare organizations. Use and adapt this language to start conversations, build relationships, and explore opportunities for collaboration.

Dear {Name}

I'm reaching out to introduce medical respite care as a potential resource to support safe discharge for patients who may not have stable housing but no longer require hospitalization.

If you're not yet aware, medical respite provides short-term, post-acute care in a safe, supportive environment where patients can recover with access to medical care, behavioral health services, and care coordination. This helps ensure continuity of care while reducing barriers that can lead to delayed discharges or avoidable readmissions.

I'd welcome the opportunity to share more about how this could support your team and explore whether it may be a fit for your discharge planning process.

Would you be open to a brief conversation or identifying the right person to connect with?

Thank you for your time, and I look forward to connecting.

Kind Regards,

Signature

Your Name

Your Email
Organization Website