Date: [Insert Date]

[Recipient]  
[Address 1]  
[Address 2]

Dear [Recipient]:

At {INSERT COMMUNITY NAME} we believe the key to your loved ones having the best experience and thriving is dependent upon our level of care, attention to detail and the communication between our staff, residents and their families and friends. In order to meet this goal for our residents and their loved ones we proudly offer LifeLoop, a communication tool which is specialized in the betterment of communication and functionality at long term care facilities and keeping you connected.  
  
**BENEFITS & FEATURES:**

* Mobile Compatible
* Send Messages & Share photos
* Resident Activity Feed – Stay engaged with your Resident’s schedule
* Weekly Emails – Know what activities your Resident went to this week
* Request Maintenance & Transportation for your Resident
* Communicate with the Community & your Resident
* Peace of Mind that the Community is being proactive in your Resident’s care
* LIFELOOP is HIPPA Compliant and Secure

LifeLoop allows us to share those important moments in your Resident’s day and streamlines communication for all parties involved. Once we receive your email address you will receive an email inviting you to connect with your Resident. If we don’t have your email, please contact {INSERT NAME AT THE COMMUNITY RESPONSIBLE FOR SETTING UP FAMILY} and we will invite you to connect with your Resident. If you have questions, please let us know. The contact for LifeLoop is provided below if you have specific questions once you get logged in.

Sincerely,

{INSERT EXECUTIVE DIRECTOR SIGNATURE}