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 the connections of our residents. In order to meet this goal for our residents and their connections, we proudly offer LifeLoop. LifeLoop is a multi-faceted platform designed to streamline operations, engage residents, and enhance communication to help keep you connected with your loved one.

**Benefits and Features:**

* Mobile Compatible / Device Agnostic
* Simplified communication with your loved one and staff through messages and announcements.
* Share and view photos with your loved one.
* Resident Activity Feed – Stay engaged with access to your loved one’s schedule in addition to the community’s activity schedule.
* Weekly Summary – Know what activities your loved one attended each week.
* Submit Work Requests & Transportation Requests for your loved one. [REMOVE IF NOT AN OPTION]
* Send your loved one complimentary LifeLoop Express postcards.
* Peace of mind that the community is being proactive in your loved one’s care and engagement.
* HIPAA compliant and secure

To utilize these features offered within LifeLoop, please contact the community at [INSERT PHONE NUMBER AND EMAIL ADDRESS FOR THE COMMUNITY] to assist you with creating a connection account. An email address will be needed to create an account in LifeLoop. Once your email address is received, you will be sent an email inviting you to connect with your loved one through LifeLoop. If you have any questions, please let me know. The contact information for LifeLoop is provided at the top of the letter if you have specific questions once you get logged in.

Sincerely,

[INSERT EXECUTIVE DIRECTOR SIGNATURE]