**Letter of Introduction to Long-Term Care Facilities**

***This letter is a draft to help you with an introductory letter to a long-term care home Director of Care or administrator. You will need to augment the draft with the particulars of your practice or services as appropriate. The letter should be on your business letterhead.***

<date of correspondence>

<Name and business address of LTC home>

Dear Director of Care ***(check the home’s website to ensure you are using the correct title; don’t hesitate to call the home to confirm the correct name and title)***

My name is **<**your full name**>**, RDH, and I would like to take this opportunity to introduce myself as a (new) member of the **<**city name**>** and area oral health care community.

I am a registered dental hygienist, a graduate of **<**name of educational facility**>** and registered with the College of Dental Hygienists of Ontario (CDHO). I have **<**years of experience**>** as a practising dental hygienist and maintain ongoing professional development which ensures I am providing evidence-based and client-centred care.

**[*this paragraph is optional*]**

Research shows that the aging population have significant oral care needs with a high rate of dental caries and periodontal disease; which are most often exacerbated by the presence of multiple systemic diseases and the need for pharmaceutical intervention. These oral care needs can benefit from a preventive care approach including acute care needs through an interprofessional practice model.

**[*add professional experience or uniqueness of your service or wait to include this in a meeting*]**

I would like to meet with you to further discuss the services and approach to care that I offer. Please feel free to contact me at **<**phone number**>** or by email at <email address>. I welcome the opportunity to support your care team in meeting the oral care needs of your residents.

Sincerely,

Name of Independent Practitioner

Independent Practice Name