



STATE OF WISCONSIN  
BOARD ON AGING AND LONG TERM CARE  
1402 Pankratz Street, Suite 111  
Madison, Wisconsin 53704  
(262) 654-4952  
Fax (262) 654-6194  
Ombudsman Helpline 1-800 815-0015  
<http://longtermcare.wi.gov>

BOARD OF DIRECTORS  
Eva Arnold  
Barbara M. Bechtel  
Michael Brooks  
Terry Lynch  
Tanya L. Meyer  
James Surprise  
Dale B. Taylor

EXECUTIVE DIRECTOR  
Heather A. Bruemmer

---

(DATE)

Dear RESIDENTS, FAMILY MEMBERS and INTERESTED PARTIES

Please allow us to introduce ourselves and to offer you our services as a state agency, provided at no charge. (REGIONAL OMBUDSMAN NAME) and I both work for the State of Wisconsin as Ombudsmen. We are advocates for residents living in nursing homes and assisted living facilities as well as for publicly-funded long term care recipients living in the community. We are writing you in response to an announcement made at (FACILITY NAME) about a plan to close the facility and the need to relocate residents from the home.

We will be involved and making ourselves available to the residents and their friends and family members throughout this transition. Some of the things that we're able to do that might be of some help are to answer questions about the plan and about your options; to attend meetings and planning sessions with you to advise and support you; and /or to assist with resolving problems and with possibly filing any complaints and appeals.

Please feel free to contact either (REGIONAL OMBUDSMAN NAME) or myself if you have any questions about this letter or if we can be of any assistance. Thank you.

Thomas La Duke; Ombudsman  
State Of Wisconsin-BOALTC  
1402-Pankratz Street, Suite 111  
Madison, WI 53704  
(262) 654-4952  
1-800-815-0015  
[Thomas.Laduke@wisconsin.gov](mailto:Thomas.Laduke@wisconsin.gov)

(REGIONAL NAME); Ombudsman  
State Of Wisconsin-BOALTC  
1402-Pankratz Street, Suite 111  
Madison, WI 53704  
(REGIONAL PHONE NUMBER)  
1-800-815-0015  
(REGIONAL) [@wisconsin.gov](mailto:@wisconsin.gov)