

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Agency/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: IHSS Service Assessment

I hope this letter finds you well. I am writing to request a service assessment for the In-Home Supportive Services (IHSS) program. My name is [Your Name], and I am currently receiving [briefly describe your current services/needs].

As a participant in the IHSS program, I am in need of additional support due to [briefly explain the reason for your request, e.g., a change in health condition, an increase in daily living needs, etc.].

I would appreciate it if you could schedule an assessment at your earliest convenience. Please let me know the necessary steps I must take to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]