

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Caseworker's Name]
[Department/Agency Name]
[Address]
[City, State, ZIP Code]

Dear [Caseworker's Name],
I hope this letter finds you well.
I am writing to communicate regarding my IHSS case, [Your Case Number]. I would like to discuss [specific issue or topic you wish to address, e.g., a change in circumstances, request for additional services, etc.].
[Provide detailed information regarding your situation or inquiry. Include any pertinent dates or documents that support your case.]
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]