

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the In-Home Supportive Services (IHSS) benefits available in [your county or state].

Specifically, I would like to know:

1. The eligibility criteria for receiving IHSS benefits.
2. The application process and any necessary documentation required.
3. Information on the types of services that are covered under the IHSS program.
4. Any important deadlines I should be aware of.

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

Sincerely,

[Your Name]