

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request In-Home Supportive Services (IHSS) for [Name of the Person Requiring Services], who is currently [brief explanation of the individual's situation, e.g., caring for a disability, age-related needs].

[Provide a brief overview of the individual's needs, including specific tasks or assistance required, such as personal care, housekeeping, meal preparation, etc.]

Due to [specific reasons or conditions that necessitate the need for IHSS], it has become increasingly challenging to provide the necessary support without additional assistance. Therefore, I believe that qualifying for the IHSS program would greatly improve [his/her/their] quality of life.

I kindly request that you process this application and inform me of any necessary steps or documentation required to move forward. I am more than willing to provide additional information or discuss this matter further if needed.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]