

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

Dear [Recipient Name],

Subject: Update of IHSS Information

I hope this letter finds you well. I am writing to update my information regarding the In-Home Supportive Services (IHSS) program.

Please find below the updated details:

1. \*\*Name:\*\* [Your Full Name]
2. \*\*Case Number:\*\* [Your Case Number]
3. \*\*Address:\*\* [Your New Address]
4. \*\*Phone Number:\*\* [Your New Phone Number]
5. \*\*Email Address:\*\* [Your Email Address]
6. \*\*Changes:\*\* [List any other changes, e.g., changes in caregiver information, hours of service, etc.]

I kindly ask you to update my records accordingly. If you require any additional documentation or information, please feel free to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]