

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

[Date]
[IHSS Office Name]
[Office Address]
[City, State, Zip Code]

Dear [IHSS Representative's Name],

I hope this message finds you well.

I am writing to inquire about the status of my IHSS reimbursement for [specific period or service]. I submitted my claim on [submission date], and I have yet to receive confirmation or payment.

Could you please provide an update on the processing of my request? Your assistance in this matter would be greatly appreciated.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your IHSS Case Number]