

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

[Recipient Name]
[Recipient Title]
[Agency/Organization Name]
[Agency/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Follow-Up on IHSS Application

I hope this letter finds you well. I am writing to follow up on my application for the In-Home Supportive Services (IHSS) program, submitted on [submission date]. My application reference number is [reference number].

As I have not yet received a response regarding the status of my application, I would appreciate any updates you could provide. The support offered through IHSS is vital for [briefly state reason for applying, e.g., my health condition, care needs, etc.].

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,
[Your Name]