

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

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Inquiry Regarding IHSS Application Status

I hope this letter finds you well. I am writing to inquire about the status of my In-Home Supportive Services (IHSS) application submitted on [insert application submission date]. My application reference number is [insert reference number].

As I have not yet received any updates regarding my application and I want to ensure all necessary information has been provided, I would appreciate any information you can give regarding the current status of my application.

Thank you very much for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]