

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

[Recipient's Name]
[Department Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally introduce my application for the In-Home Supportive Services (IHSS) program. My name is [Your Name], and I am seeking assistance to help me manage daily activities due to [briefly describe your condition or situation, e.g., a medical condition, disability, etc.].

I believe that the services provided by IHSS will significantly improve my quality of life by allowing me to remain in my home while receiving the necessary support.

Thank you for your consideration. I look forward to your response.

Sincerely,
[Your Name]