

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

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

Dear [Recipient's Name],

I am writing to express my interest in applying for the IHSS program. As someone who has [briefly explain your situation or reason for applying], I believe that this program would greatly assist me in [explain how the program will help you].

My background includes [provide relevant experience or qualifications], and I am committed to ensuring that [state your commitment or goals related to the application]. I understand the importance of this assistance and am willing to comply with all requirements to make this process as smooth as possible.

Thank you for considering my application. I look forward to the opportunity to discuss my situation further.

Sincerely,  
[Your Name]