

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Agency Name]
[Address]
[City, State, ZIP Code]

Subject: Service Request for In-Home Supportive Services (IHSS)

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request In-Home Supportive Services (IHSS) for [Name of the individual needing assistance], who is [his/her/their] [relationship to you, e.g., parent, spouse, etc.]. Due to [brief explanation of the medical condition or situation that necessitates assistance], we are in need of additional support at home.

[Optional: Include any details about the specific services required, such as personal care, housekeeping, assistance with daily activities, etc.]

Please let me know what further information or documentation you may require in order to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]