

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: IHSS Benefits Information

I hope this letter finds you well. I am writing to request information regarding my In-Home Supportive Services (IHSS) benefits. My details are as follows:

- Name: [Your Name]
- Case Number: [Your Case Number]
- Address: [Your Address]
- Phone Number: [Your Phone Number]

I would like to inquire about the following aspects of my IHSS benefits:

1. Eligibility requirements
2. Benefits coverage details
3. Payment rates for services
4. Procedures for submitting timesheets
5. Any additional resources or support available to me

I appreciate your assistance in this matter and look forward to your prompt response. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]