

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

Dear [Recipient's Name],

Subject: Clarification of IHSS Benefits

I hope this letter finds you well. I am writing to request clarification regarding my In-Home Supportive Services (IHSS) benefits.

[Provide a brief description of your situation and what specific information you are seeking or what issue needs clarification.]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]