

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

[IHSS Office Name]  
[IHSS Office Address]  
[City, State, Zip Code]

Subject: Submission of Documentation for IHSS Benefits

Dear [IHSS Office Name or Specific Contact Person],  
I hope this letter finds you well. I am writing to submit the necessary documentation for my In-Home Supportive Services (IHSS) benefits application.

Enclosed are the following documents for your review:

1. [List the document, e.g., Proof of income]
2. [List the document, e.g., Medical records]
3. [List the document, e.g., Identification]
4. [List any other relevant documents]

Please let me know if any additional information or documentation is required. I appreciate your attention to my application and look forward to your prompt processing of my request.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]