

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

Dear [Recipient Name],

Subject: Complaint Regarding IHSS Payment Delay

I hope this letter finds you well. I am writing to formally address a complaint regarding the delay in my In-Home Supportive Services (IHSS) payments.

My name is [Your Name], and my IHSS case number is [Your Case Number]. I have not received my payment for the period of [specific dates], which has caused significant financial difficulty.

Despite my efforts to inquire about this issue through [mention any previous communications or attempts to resolve the matter], I have yet to receive a satisfactory response. I kindly request that you investigate the matter and provide me with an update on the status of my payment as soon as possible.

Thank you for your attention to this urgent matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if mailing)]
[Your Printed Name]