

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

Dear [Recipient's Name],

Subject: Follow-Up on IHSS Payment Status

I hope this letter finds you well. I am writing to follow up on the status of my In-Home Supportive Services (IHSS) payment for the period of [insert date range]. According to my records, I have yet to receive the payment, which was due on [insert due date].

I would appreciate any updates you can provide regarding this matter, as it is essential for my budgeting and care plans. If there are any issues or additional information required from my side, please let me know, and I will be happy to assist.

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

Sincerely,

[Your Name]

[Your IHSS Case Number] (if applicable)