

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

[Date]
[Recipient Name]
[Department Name]
[Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding IHSS Payment

I hope this letter finds you well. I am writing to inquire about the payment status related to my In-Home Supportive Services (IHSS) for [insert time period, e.g., "the month of October 2023"].

My IHSS provider number is [insert provider number], and my case number is [insert case number]. I would appreciate any information regarding the current status of my payments, including any pending or processed payments.

If there are any issues or additional information required on my part to facilitate this inquiry, please do not hesitate to let me know.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]