

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

[Recipient's Name]
[Department Name]
[Company/Agency Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: IHSS Payment Issues

I hope this letter finds you well. I am writing to formally address an issue I have encountered regarding my In-Home Supportive Services (IHSS) payments.

My name is [Your Name], and my IHSS provider number is [Provider Number]. I have noticed discrepancies in my payment history for the work period of [specify date range]. Despite submitting my timesheets on time, I have not received payment for [specify details, e.g., certain hours or weeks]. I kindly request that you review my payment records and address these discrepancies as soon as possible. Attached are copies of my timesheets and any relevant correspondence for your reference.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]