

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

[Recipient Name]
[IHSS Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: IHSS Payment Summary for [Period Covered]

Dear [Recipient Name],

I hope this letter finds you well.

This letter serves as a summary of my IHSS payments for the period from [Start Date] to [End Date]. Below is the detailed breakdown of the payments received:

****Payment Summary:****

- Total Hours Worked: [Total Hours]
- Hourly Rate: \$[Hourly Rate]
- Total Gross Earnings: \$[Total Gross Earnings]
- Deductions (if any): \$[Total Deductions]
- Net Payment: \$[Net Payment]

****Payment Dates:****

- Payment Date 1: \$[Amount] on [Date]
- Payment Date 2: \$[Amount] on [Date]
- Payment Date 3: \$[Amount] on [Date]

If you require any further information or clarification regarding this summary, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Title/Role (if applicable)]