

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my continued commitment and support as an IHSS caregiver for [Client's Name/Relationship]. Since starting my role on [Start Date], I have worked diligently to provide [Client's Name] with compassionate and reliable care tailored to their needs.

In the past few weeks, I have noticed [specific observation about the client's well-being or care needs]. I believe it may be beneficial to [suggest any changes or additional support needed].

Please feel free to reach out to me if you have any questions or would like to discuss the care plan further. I appreciate the opportunity to support [Client's Name] and look forward to our continued collaboration. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]