

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to communicate important information regarding my role as your IHSS provider. It is essential that we maintain clear and open lines of communication to ensure that your needs are being met effectively.

[Insert specific details about services provided, any changes to schedule, or important updates.]

Please feel free to reach out to me at any time if you have questions or need further assistance. Your well-being is my top priority, and I am here to support you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]