

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Agency/Organization Name]
[Agency Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: IHSS Provider Letter

I hope this letter finds you well. I am writing to formally introduce myself as an In-Home Supportive Services (IHSS) provider for [Recipient's Name/Client's Name]. I have been providing care since [Start Date] and am committed to ensuring a safe and supportive environment.

As an IHSS provider, my responsibilities include [list key responsibilities/activities, e.g., assisting with daily living activities, personal care, companionship]. I prioritize [mention any specific focus or philosophy such as dignity, respect, or client preferences].

Should you need any further information or documentation, please feel free to reach out to me at the contact information above. Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

Enclosure: [List any enclosed documents, if applicable]