

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally introduce myself as a caregiver under the In-Home Supportive Services (IHSS) program for [Client's Name], who requires assistance due to [brief description of client's condition, e.g., age, disability, illness]. As a dedicated caregiver, my responsibilities include [list your primary duties, e.g., providing personal care, assisting with daily living activities, companionship, etc.]. I am committed to ensuring [Client's Name] receives the highest quality of care in a safe and supportive environment.

I assure you that I am fully compliant with all IHSS guidelines and have completed all necessary training and certifications. My goal is to enhance [Client's Name]'s quality of life and assist them in maintaining their independence as much as possible.

Thank you for your attention, and please feel free to contact me at [phone number] or [email address] if you need any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]