

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

[Recipient Name]
[Recipient Title]
[IHSS Office Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: [Subject of the Letter]

I hope this letter finds you well. I am writing to [briefly explain the purpose of your letter, e.g., request information, provide updates, address concerns, etc.].

[Provide necessary details, explanations, or background information related to your request or subject matter.]

If you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]