

[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]

Subject: IHSS Documentation for [Recipient's Name or Case Number]

Dear [Recipient Name or "To Whom It May Concern"],

I am writing to provide documentation required for the In-Home Supportive Services (IHSS) program regarding [insert brief description of the purpose, e.g., "my eligibility," "my caregiver," "a change in circumstances" etc.].

[Insert a detailed account of the necessary information - what documentation is being provided, why it is needed, and any relevant supporting details.]

Attached to this letter are the following documents:

1. [Document Title 1]
2. [Document Title 2]
3. [Document Title 3]

Please do not hesitate to contact me at [your phone number] or [your email address] if you require any further information or clarification. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if mailing a hard copy)]

[Your Printed Name]

[Your Relationship to the IHSS Recipient, if applicable]

[Attachments: List of documents included]