

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Agency/Organization Name]  
[Agency/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my interest in becoming an In-Home Supportive Services (IHSS) caregiver for [Client's Name]. As a dedicated and compassionate individual, I am committed to providing high-quality care to individuals in need.

[Briefly describe your qualifications, experience, and any relevant training related to caregiving. Highlight any specific skills that make you a suitable candidate for the role.]

I understand the importance of ensuring the comfort and safety of those I care for, and I am prepared to assist with [list specific tasks or duties you are experienced in, such as personal care, meal preparation, medication management, etc.].

Please find my contact information above, and I am looking forward to the opportunity to discuss my application further. Thank you for considering my request.

Sincerely,

[Your Name]

[Attachments: Resume, Certifications, etc., if applicable]