

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

[Recipient's Name]  
[Recipient's Position]  
[Department Name]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Subject: IHSS Notice of Action

Dear [Recipient's Name],

I am writing to formally notify you regarding an action taken on my In-Home Supportive Services (IHSS) case.

Case Number: [Your Case Number]

Recipient Name: [Your Name]

Date of Action: [Date of Action]

The specifics of the notice are as follows:

- \*\*Type of Action:\*\* [Approval/Denial/Change]
- \*\*Reason for Action:\*\* [Brief explanation of reason]
- \*\*Effective Date:\*\* [Effective date of action]

If you have questions or require further clarification, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]