

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of my status as an In-Home Supportive Services (IHSS) recipient. I have been receiving these services since [start date], and they play a crucial role in ensuring my daily needs are met.

As part of the IHSS program, I receive assistance with [briefly describe the types of assistance received, e.g., personal care, housekeeping, meal preparation]. This support is vital for my well-being and maintaining my independence at home.

If you require any further information or documentation regarding my IHSS status, please don't hesitate to reach out. Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]