

****IHSS Reimbursement Letter Outline****

1. **Header**

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

2. **Recipient Information**

- IHSS Office Name
- IHSS Office Address
- City, State, Zip Code

3. **Subject Line**

- Re: IHSS Reimbursement Request

4. **Salutation**

- Dear [IHSS Case Manager's Name or "IHSS Team"],

5. **Introduction**

- Brief introduction of yourself (name, relationship to recipient, and case number).

6. **Statement of Purpose**

- Clearly state the purpose of the letter (requesting reimbursement for specific expenses).

7. **Details of Expenses**

- Itemized list of expenses incurred, including:
- Date of service
- Description of service
- Amount of reimbursement requested

8. **Supporting Documentation**

- Mention any attached documents (receipts, invoices, etc.) that support your request.

9. **Conclusion**

- Express appreciation for their attention to the matter.
- Offer to provide further information if needed.

10. **Closing**

- Sincerely,
- [Your Name]

11. **Attachments**

- List of attached documents (if applicable).