

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: IHSS Reimbursement Request for Household Supplies

I hope this letter finds you well. I am writing to request reimbursement for household supplies purchased under the In-Home Supportive Services (IHSS) program. Below is a summary of the supplies purchased along with the relevant receipts.

****List of Household Supplies Purchased:****

1. [Item Description] - [Date Purchased] - [Amount]
2. [Item Description] - [Date Purchased] - [Amount]
3. [Item Description] - [Date Purchased] - [Amount]

****Total Amount Requested:**** \$[Total Amount]

I have attached copies of the receipts for your reference. These supplies are essential for maintaining a safe and healthy living environment for my [relation, e.g., elderly parent, disabled family member].

Thank you for your attention to this matter. Please let me know if any additional information is required.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]