

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

Dear [Recipient Name],

Subject: Personal IHSS Reimbursement Request

I hope this letter finds you well. I am writing to formally request reimbursement for the In-Home Supportive Services (IHSS) provided to [Recipient/Individual's Name] during the period of [Start Date] to [End Date].

During this time, I have provided [specific services/tasks performed] to ensure [Recipient/Individual's Name]'s well-being and comfort. The total amount incurred for these services is [\$Amount].

Attached to this letter are all relevant documentation, including:

1. Service hours log
2. Invoices/receipts
3. Any additional supporting documents

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Title, if applicable]