

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

Dear [Recipient Name],

I am writing to formally request assistance with my In-Home Supportive Services (IHSS) application. My name is [Your Name] and my case number is [Your Case Number].

Due to [brief description of your situation or need for IHSS], I am seeking support to help manage my daily activities effectively. I have completed the initial steps of the application process, and I am reaching out to ensure that all necessary information is submitted and to inquire about the next steps.

I appreciate your attention to my request and any guidance you can provide regarding this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]