

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

[Recipient's Name]
[Title]
[Organization/Agency Name]
[Organization/Agency Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally apply for the In-Home Supportive Services (IHSS) program.

As a [brief description of your situation, e.g., individual with a disability, senior citizen, etc.], I am in need of assistance with [specific tasks such as personal care, household chores, etc.]. I believe that the IHSS program would greatly benefit my quality of life and help me maintain my independence.

[Include any relevant medical information or documentation that supports your application, if necessary.]

I have attached the required documents along with this letter for your reference. If you need any further information or clarification, please feel free to contact me at [your phone number] or [your email address]. Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]