

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

[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Organization/Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the In-Home Supportive Services (IHSS) program. My name is [Your Name], and I am in need of assistance due to [briefly explain your condition or situation].

I believe that the IHSS program can help me maintain my independence and quality of life. I am seeking support with [list specific tasks or services you need assistance with, such as personal care, companionship, household chores, etc.].

Enclosed with this letter are the necessary forms and documentation required for my application. I appreciate your consideration of my request, and I look forward to your prompt response.

Thank you for your time and assistance.

Sincerely,
[Your Name]