

****IHSS Application Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name or Title]

[Department of Human Services or Relevant Agency]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name or 'To Whom It May Concern'],

I am writing to formally apply for In-Home Supportive Services (IHSS) for my [relation, e.g., mother, father, etc.], [Name of the individual requiring care], who resides at [their address]. Due to [brief description of their condition or needs], they require assistance with daily activities.

[Explain the specific needs of the individual, such as help with personal care, housekeeping, meal preparation, etc.]

I have attached the necessary documents, including [list documents such as medical records, proof of income, etc.], to support this application.

I am requesting assistance to ensure that [Name] can receive the necessary support to maintain their quality of life at home.

Please let me know if you require any further information or documentation to process this application. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

****Follow-up Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name or Title]

[Department of Human Services or Relevant Agency]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am following up regarding my IHSS application submitted on [submission date]. I am keen to know the current status of my application for [Name], who requires assistance due to [brief mention of needs].

If there are any updates or additional information needed, please do not hesitate to contact me at [your phone number or email address]. I appreciate your attention to this matter and look forward to your prompt reply.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]