

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

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

Dear [Recipient's Name],

Subject: Application for In-Home Supportive Services (IHSS)

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

[Briefly introduce yourself and your qualifications for receiving IHSS. Mention any relevant experiences or circumstances that necessitate this support.]

[Explain your needs and how the IHSS program will significantly improve your daily life. Be specific about the types of assistance required.]

[Conclude with a polite request for consideration and express your willingness to provide further information if needed. Thank them for their time.]

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]