

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Organization's Name]
[Organization's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in applying for the In-Home Supportive Services (IHSS) program. I believe that this program would greatly benefit me and support my needs at home. I am [briefly describe your situation, e.g., a senior citizen, a person with disabilities, etc.], and I require assistance with [list specific tasks, such as personal care, meal preparation, transportation, etc.]. I have carefully reviewed the IHSS program's goals and requirements, and I am eager to participate in this valuable support system.

I would appreciate any guidance you could provide regarding the application process, including required documents and eligibility criteria. Attached, you will find my contact information and a brief overview of my circumstances for your review.

Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]

[Attachment: Overview of circumstances (if applicable)]