

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

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

Dear [Recipient's Name],

Subject: Request for IHSS Benefits Information

I hope this letter finds you well. I am writing to request information regarding the In-Home Supportive Services (IHSS) benefits that may be available to me.

[Briefly explain your situation or need for IHSS benefits, including any relevant details. For example, if you are a caregiver, mention your qualifications; if you are receiving care, explain your needs.]

I would appreciate it if you could provide me with detailed information regarding eligibility criteria, application procedures, and any necessary documentation.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

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