

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding IHSS Benefits

I hope this letter finds you well. I am writing to inquire about my In-Home Supportive Services (IHSS) benefits, as I have some questions regarding [specific issue or clarification needed].

[Provide any relevant details about your case, such as your case number, application date, or any prior correspondence.]

I would greatly appreciate if you could provide me with the necessary information regarding my inquiry. Please let me know if there are any forms or documentation I need to submit or if there is a specific process I should follow.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]