

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

[Recipient's Name]  
[Recipient's Title]  
[Department/Agency Name]  
[Department Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for IHSS Benefits

I hope this letter finds you well. I am writing to formally request In-Home Supportive Services (IHSS) benefits. I am currently [briefly explain your situation, e.g., "caring for a family member with a disability" or "experiencing a medical condition that limits my ability to perform daily tasks"].

I believe that receiving IHSS benefits would greatly assist in my [or my family member's] care and overall well-being. I have attached the necessary documentation to support my request, including [list any relevant documents, e.g., "medical records, financial statements, or identification"].

Please let me know if you require any additional information or documents to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]