

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

Subject: Request for Update on IHSS Benefits

Dear [IHSS Caseworker's Name],

I hope this letter finds you well. I am writing to request an update regarding my IHSS benefits, as my case number is [Your Case Number]. Due to [brief explanation of your situation, e.g., a recent change in circumstances or health], I would like to ensure that my benefits are aligned with my current needs and that my case is being reviewed. Please let me know the status of my application and if any further documentation is required on my part. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]