

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

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

Subject: Inquiry Regarding IHSS Benefits Eligibility

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request information regarding my eligibility for In-Home Supportive Services (IHSS) benefits.

My name is [Your Name] and my Social Security Number or Case Number is [Your SSN/Case Number]. I would like to understand the criteria for eligibility and any necessary steps I need to undertake to confirm my status.

Please let me know the documents and information required to facilitate this process. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to my inquiry.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]