

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

[IHSS Office Name]
[IHSS Office Address]
[City, State, ZIP Code]

Dear [IHSS Office Representative's Name or "Caseworker"],

Subject: [Request/Inquiry Regarding IHSS]

I hope this letter finds you well. I am writing to [briefly state the purpose of your letter, e.g., request assistance, inquire about my case, provide updates, etc.].

[Provide details related to your request or inquiry. Include any relevant information such as your IHSS case number, specific needs, or updates to your situation.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your help.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your IHSS Case Number] (if applicable)