

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

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

Subject: IHSS Claim Submission

Dear [IHSS Office Staff/Specific Name if known],
I hope this letter finds you well. I am writing to submit my claim for
In-Home Supportive Services (IHSS) for the care period of [start date] to
[end date].

Attached to this letter, you will find the necessary documentation,
including:

1. Completed claim form
2. Timesheets for the service hours worked
3. Any additional supporting documents

Please review my submission and let me know if you require any further
information or clarification. I appreciate your attention to this matter
and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]