

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

U.S. Citizenship and Immigration Services

[USCIS Office Address]
[City, State, Zip Code]

Subject: [Brief Subject of the Letter]

Dear Sir/Madam,

I am writing to [state the purpose of the letter, e.g., submit an application, provide additional information, request a status update, etc.].

[Include a detailed explanation of your request or situation. Be clear and concise, providing any necessary background information or context.]

[If applicable, mention any attached documents or evidence that supports your application/request.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Case Number (if applicable)]