

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

USCIS

[Address of the Appeals Office]
[City, State, Zip Code]

Subject: Notice of Appeal for [Type of Application/Petition]

USCIS Case Number: [Your Case Number]

Dear Sir/Madam,

I am writing to formally appeal the decision made by USCIS regarding my
[Type of Application/Petition] submitted on [Initial Submission Date].

The receipt number for my application is [Receipt Number].

I respectfully request a reconsideration on the basis of [briefly explain
the reason for your appeal].

Enclosed are the following documents to support my appeal:

1. [List any supporting documents you are including]
2. [Additional document]
3. [Additional document]

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

Sincerely,

[Your Signature (if mailing a hard copy)]

[Your Printed Name]

[Your Alien Registration Number (if applicable)]