

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

U.S. Citizenship and Immigration Services
[Address of the USCIS office handling your request]
Subject: Request for Travel Document

Dear Sir/Madam,

I am writing to request a travel document due to [briefly explain the reason, e.g., pending application for adjustment of status, refugee status, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- A-Number (if applicable): [Your A-Number]
- Receipt Number (if applicable): [Your Receipt Number]

I am currently in [briefly describe your current status, e.g., awaiting an interview, etc.], and I need the travel document for [explain the necessity of the document, e.g., emergency travel, family visit, etc.].

I have attached the required documents, including:

1. [List of documents]
2. [List of documents]
3. [List of documents]

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

Sincerely,

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