

[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 Description of Purpose, e.g., "Application for Adjustment of Status"]

Dear Sir/Madam,

[Opening paragraph: Introduce yourself and the purpose of the letter. Include relevant identifiers such as case number, if applicable.]

[Second paragraph: Provide a detailed explanation of your situation, including any necessary background information.]

[Third paragraph: Highlight any additional documentation you are including, and any specific requests or actions you are asking from USCIS.]

[Closing paragraph: Thank them for their attention and express willingness to provide further information if needed.]

Sincerely,

[Your Name]  
[Your Title/Designation, if applicable]  
[Your USCIS Case Number, if applicable]