

[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: Request for [Type of Request - e.g., Evidence, Information,
Status Update]

Case Number: [Your Case Number]

Dear Sir/Madam,

I am writing to request [specific information or documents you need]
regarding my case with USCIS. My case number is [Your Case Number], and I
filed my application/request on [Date of Application].

[Provide a brief description of your case and the reason for your
request. Include any relevant details or documentation that may assist in
processing your request.]

I appreciate your assistance in this matter and look forward to your
prompt response. If you need any further information, please feel free to
contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]