

[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: Application for Adjustment of Status - [Your Full Name]

A-Number: [Your A-Number]

Dear Sir/Madam,

I am writing to submit my application for adjustment of status to that of a lawful permanent resident of the United States. I believe I am eligible for this adjustment based on [explain basis for application, e.g., family relation, employment, etc.].

Enclosed please find the following documents in support of my application:

1. Form I-485 (Application to Register Permanent Residence or Adjust Status)
2. Form I-864 (Affidavit of Support) - if applicable
3. Form I-765 (Application for Employment Authorization) - if applicable
4. Copy of my passport and any immigration documents
5. Two passport-style photographs
6. Medical examination results (Form I-693)
7. [Any other relevant documents]

Please do not hesitate to contact me at the phone number or email address listed above if you have any questions or require further information.

Thank you for your attention to my application. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]