

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

[Recipient's Name]  
[Recipient's Title]  
[Department of Homeland Security]  
[Office Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request authorization from the Department of Homeland Security (DHS) regarding [specific purpose for the request, e.g., travel, employment, etc.].

[Provide a brief introduction about yourself and your situation. Include any relevant details that support your request.]

I am aware of the necessary procedures and appreciate the importance of compliance with DHS regulations. [Mention any attached supporting documents, if applicable.]

I kindly ask for your prompt attention to this matter, as it is crucial for [explain the significance or urgency of your request].

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]