

****DHS Approval Letter Structure Template****

****[Your Name]****

****[Your Address]****

****[City, State, Zip Code]****

****[Email Address]****

****[Phone Number]****

****[Date]****

****[Recipient Name]****

****[Title/Position]****

****[Department of Homeland Security]****

****[Address]****

****[City, State, Zip Code]****

****Subject:**** Approval Letter for [Specify the Subject/Type of Request]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally confirm the approval regarding [briefly state the purpose of the approval, e.g., "my application for Deferred Action"].

****Details of Approval:****

- ****Case Number:**** [Insert Case Number]

- ****Date of Approval:**** [Insert Date]

- ****Relevant Dates:**** [Specify relevant dates or details, if applicable]

I appreciate the time and consideration given to my request. Please let me know if there are any further actions required on my part or if additional information is needed.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

****[Your Printed Name]****

****[Your Title/Position, if applicable]****

****Attachments:**** [List any attachments, if needed]
