

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

[Recipient Name]
[Department of Homeland Security]
[Office Address]
[City, State, Zip Code]

Subject: Approval Letter for [Specify Purpose, e.g., Visa Application, Extension, etc.]

Dear [Recipient Name],

We are pleased to inform you that your application for [specific request, e.g., visa, work authorization] has been approved.

Details of the approval are as follows:

- Case Number: [Case Number]
- Approval Date: [Date of Approval]
- Expiration Date: [Expiration Date, if applicable]
- Additional Information: [Any relevant additional information]

Please keep this letter with your records and feel free to contact us at [Contact Information] should you have any questions or require further assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title] (if applicable)

[Your Organization] (if applicable)