

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

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

Subject: Request for DHS Approval

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request approval from the Department of Homeland Security regarding [briefly state the purpose, e.g., a travel request, application status, etc.].

[Provide details about your request, including pertinent information such as application numbers, dates, and any relevant background information.]

I have complied with all necessary requirements and submitted the required documentation as per DHS guidelines. [If applicable, mention any specific policies or regulations related to your request.]

Please find attached the necessary documents for your review. I kindly ask for your prompt attention to my request and hope for a positive response.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Title or Position, if applicable]
[Your Organization, if applicable]