

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

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

Dear [Recipient's Name],

Subject: Request for DHS Approval

I am writing to formally request the approval of [specific request or application] submitted on [date of submission].

[Provide a brief background of the situation, including relevant details and any supporting information.]

I appreciate your attention to this matter and look forward to your prompt response. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title/Position (if applicable)]