

[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]

Subject: Request for DHS Approval Letter

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an approval letter regarding [specific purpose, e.g., status of application, immigration status, etc.].

Details of my request are as follows:

- **Full Name:** [Your Full Name]
- **Application/Case Number:** [Your Application Number]
- **Date of Submission:** [Submission Date]
- **Type of Application:** [Type of Application]

I appreciate your assistance in this matter and look forward to your prompt response. Please let me know if you require any additional information or documentation to assist with my request.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]