

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

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

Dear [Recipient Name],

Subject: Request for DHS Approval

I am writing to formally request approval from the Department of Homeland Security regarding [briefly state the purpose, e.g., my application for citizenship, visa, etc.].

[Include a paragraph detailing the specific request and any relevant information or context.]

I have attached all necessary documentation to support my application, including [list of attachments].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position (if applicable)]