

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing in response to my application submitted on [date of application] regarding [specific purpose of application, e.g., renewal of visa, adjustment of status, etc.]. I appreciate the time and effort that the Department of Homeland Security spends reviewing applications such as mine.

[Briefly explain any specific points related to your application, such as additional information requested or clarification regarding your case.]

I would like to express my gratitude for your attention to my application and request, and I am looking forward to your favorable response. Should you need any further information or documentation, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,
[Your Name]