

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

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

Dear [Recipient's Name],

I am writing to request assistance with my application for [specific DHS program or benefit]. I am encountering some difficulties with the application process and would greatly appreciate your guidance.

[Briefly explain your situation and the specific assistance you need.]

Enclosed are the relevant documents and my application details for your review. I am eager to resolve this matter as soon as possible and would be grateful for any support you can provide.

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]