

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

[Recipient's Name]  
[Department of Homeland Security]  
[Office/Agency Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request verification of my [specific information needed, e.g., immigration status, application status, etc.]. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- A-Number (if applicable): [Your A-Number]
- Case Number (if applicable): [Your Case Number]

This verification is crucial for [mention reason, e.g., employment, immigration benefits, etc.]. I appreciate your prompt attention to this matter and look forward to your timely response.

Thank you for your assistance.

Sincerely,

[Your Name]