

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Immigration Officer's Name]  
[Immigration Office Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Immigration Officer's Name],

Subject: Notification of Changes

I hope this letter finds you well. I am writing to inform you of recent changes that may affect my immigration status/file.

[Briefly describe the changes, e.g., change of address, change in marital status, or change in employment.]

Please find attached any necessary documentation that supports this notification. I am committed to ensuring that my record remains up to date. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (optional)]