

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

[USCIS Office Address]
[City, State, Zip Code]

Subject: Request for Adjustment of Status

Dear Sir/Madam,

I am writing to formally request an adjustment of status to [desired immigrant status] under the applicable provisions of the Immigration and Nationality Act.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- A-Number: [Your Alien Registration Number] (if applicable)
- Current Immigration Status: [Your Current Status]

I have attached the necessary documentation to support my application, including:

1. Form I-485 (Application to Register Permanent Residence or Adjust Status)
2. Copies of [list any other documents, such as passport, birth certificate, etc.]
3. Evidence of [list any relevant evidence, such as employment, family ties, etc.]

I respectfully request that you process my application at your earliest convenience. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if any further information is needed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]