

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Immigration Office Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Retrieval of Immigration Documents

I hope this letter finds you well. I am writing to formally request the retrieval of my immigration documents related to my case [insert case number or application type, if applicable].

Due to [brief reason for the request], I find it necessary to obtain these documents at your earliest convenience.

Please let me know if any additional information is required to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]