

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: TPS Request for [Family Member's Name]

I am writing to formally request Temporary Protected Status (TPS) for my family member, [Family Member's Name], who is currently facing [briefly explain the situation].

[Provide a brief background of your family member's circumstances, including any relevant information about their home country and why they qualify for TPS.]

I kindly ask for your assistance in processing this request. Enclosed are the necessary documents to support our application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]