

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

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

Dear [Recipient's Name],

Subject: Request for TPS Application Assistance

I hope this letter finds you well. I am writing to formally request assistance with my application for Temporary Protected Status (TPS) due to [briefly explain your reason for TPS eligibility, e.g., conditions in your home country].

I have gathered the necessary documents required for my application, including:

- [List documents: e.g., two forms of identification, proof of residency, etc.]

I would greatly appreciate your guidance on the following aspects:

1. [List specific questions or areas where you need assistance]
2. [Additional questions or requests]

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]