



IMMIGRANT CONNECTION

[USCIS Mailing Address]

[Mailing Date]

**RE: I-765 Application for Employment Authorization
First Name LAST NAME (A# 000 000 000)**

Dear USCIS Officer:

I represent First Name LAST NAME (G-28 attached) who is eligible to renew [their] Employment Authorization Card because [insert reason they are eligible to receive or renew EAD, include category if known]. Enclosed please find the following:

- Money order for \$_____
- Completed form I-765
- Support documents for I-765
 - o [Supporting Documentation will depend on the reason for renewing or petitioning for EAD. Check USCIS website for specifics of what needs to be included]

If you have questions, please contact me at [email] or [office phone number]. Thank you for your time and attention to this matter.

Sincerely,

[Name of DOJ Rep]
DOJ Accredited Representative
IC Site