



IMMIGRANT CONNECTION

[USCIS Mailing Address]

[Mailing Date]

RE: I-539 - Application to Extend/Change Nonimmigrant Status
Principal Applicant: Firstname LASTNAME [A# 000 000 000]

Dear USCIS Officer,

I represent [Firstname LASTNAME] (G-28 attached) in [their] Application to Extend/ Change Nonimmigrant Status (I-539). We are asking for a temporary extension of stay in [their] current status as [insert status]. [Reason for why the applicant is requesting extension of status]. Enclosed, please find the following:

- Money order for \$____
- Completed form I-539
- Support documents for I-539
 - o Copy of passport for [Firstname LASTNAME]
 - o Copy of most recent I-94
 - o Personal affidavit written by [Firstname LASTNAME]
 - o Copy of [evidence of reason for extension]

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