

[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
  + Copy of passport for [Firstname LASTNAME]
  + Copy of most recent I-94
  + Personal affidavit written by [Firstname LASTNAME]
  + 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