

[USCIS Address]

[Mailing Date]

**RE: I-485 - Application for Adjustment of Status**

**Applicant: First Name LAST NAME [A# 000 000 000]**

Dear USCIS Officer:

I represent First Name LAST NAME (G-28 attached) in [their] Adjustment of Status filing packet. [Their] filing packet includes the following forms: I-485 (Application to Register Permanent Residence or Adjust Status), I-765 (Application for Employment Authorization). Enclosed, please find the following:

1. Money Order for $1,225
2. Two passport style photos for Firstname LASTNAME
3. Completed I-485 Application to Register Permanent Residence or Adjust Status
   1. Copy of Birth Certificate with English translation for Firstname LASTNAME
   2. Copy of Marriage Certificate with English translation for Firstname LASTNAME
   3. Copy of Police Certificate with English translation for Firstname LASTNAME
   4. Copy of most recent I-94 for Firstname LASTNAME
   5. Copy of current Passport for Firstname LASTNAME
   6. Copy of Visitor visa for Firstname LASTNAME
   7. Proof of Presence
      1. Copy of bills, hospital visits, etc.
4. Completed I-765 Application for Employment Authorization

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