[Date]

***Sent Via [USPS], Tracking No:***

[Insert tracking # here]

U.S. Citizenship and Immigration Services [City] Asylum Office

[Address]

**Re: First Name LAST NAME**

**(A# xxx-xxx-xxx; Receipt No. xxxxxxxxxxxxx)**

**Form G-28, Notice of Entry of Appearance as Attorney**

Dear Officer:

My name is [Name], and I am an attorney at [Firm/Organization]. I am writing to enter my appearance as *pro bono* counsel for the above-mentioned applicant, who has a pending Form I-589, Application for Asylum and for Withholding of Removal (Receipt No. [receipt number here]). Please find attached my Form G-28, Notice of Entry of Appearance as Attorney.

I respectfully request that the Asylum Office send me copies of any future notice or correspondence regarding this matter.

Thank you in advance.

Sincerely,

[Signature]

[Name]

[Organization Name] [Address]

Phone: [phone number]

Fax: [fax number]

Email: [email address]