[Office/Firm Letterhead]

[Date]

Sent via [FedEx/USPS/etc.], Tracking No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[USCIS Filing Address]

 **RE:  Form I-589, Application for Asylum and for Withholding of Removal**

 **[Client First Name LAST NAME], A# xxx-xxx-xxx**

Dear Officer:

I represent [Client Name] (A# xxx-xxx-xxx) on a *pro bono* basis in the above-captioned matter. My Form G-28, Notice of Entry of Appearance is attached.

Enclosed, please find the following documents in support of Ms./Mr. [Name]’s asylum application:

1. Form G-1145, e-Notification of Application/Petition Acceptance;
2. Form G-28, Notice of Entry of Appearance as Attorney;
3. Original Form I-589, Application for Asylum and for Withholding of Removal;
4. [If available] Full Copy of Mr./Ms. [Name]’s [Country] Passport; and
5. [If available] Copy of Mr./Ms. [Name]’s [Country] Birth Certificate, with certified English translation.

Thank you for your attention to this matter. Please do not hesitate to contact me at [phone number] or [email address] if you have any questions or concerns.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Attorney Name]

[Title]

[Office/Firm Name]

[Office/Firm Address]