

**NATIONAL  
IMMIGRANT  
JUSTICE CENTER**  
A HEARTLAND ALLIANCE PROGRAM

VIA FEDERAL EXPRESS

May 31, 20XX

USCIS National Records Center  
FOIA – PA Office  
150 NW Space Center Loop, Ste 300  
Lee's Summit, MO 64064-2140

**RE: FREEDOM OF INFORMATION ACT REQUEST**

**CLIENT NAME:**

**A#:**

**D/O/B:**

Dear FOIA Officer:

This is a request pursuant to the Freedom of Information Act ("FOIA"), 5 USC Section 552, et seq. Enclosed please find my form G-639. I am writing to request all written materials pertaining to my immigration file. I am particularly interested in any records pertaining to my previous application for adjustment of status.

As provided in the FOIA, I will be expecting a response to my request within 10 working days. Thank you for your prompt attention to this request.

Please forward your response and any written materials to me, the subject of record, at the following address:

CLIENT NAME  
ADDRESS

Sincerely,

---

<Client Signature>