Date

[For U.S. Postal Service (USPS)]:

USCIS

Attn: I-765

P.O. Box 650888

Dallas, TX 75265-0888

[For FedEx, UPS, and DHL deliveries]:

USCIS

Attn: I-765

2501 S. State Hwy. 121 Business

Suite 400

Lewisville, TX 75067 *By Certified Mail*

 **Re: Name, A Number**

 **Application to Renew Employment Authorization**

Dear Immigration Officer:

Enclosed please find the application to renew employment authorization for the above-referenced case. In this regard the following has been enclosed:

1. Form [G-28](https://www.uscis.gov/g-28), Notice of Entry of Appearance as Attorney;
2. Form [I-765](https://www.uscis.gov/i-765), Application for Employment Authorization;
3. Two (2) photographs meeting DHS specifications;
4. Money order in the amount of $410 payable to “The Department of Homeland Security”;
5. Copy of evidence of ASAP Membership;
6. Copy of previous work permit;
7. Copy of receipt notice as evidence of pending asylum case.

Should you need additional information, please contact me at [contact info].

Sincerely,

Name

Address