

# Request for Immigration Assistance: Green Card Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request assistance with my green card renewal application. My current green card is set to expire on [Expiration Date], and I would like guidance on the necessary steps to ensure a successful renewal process.

Due to [briefly explain reason for needing assistance, e.g., complex case, language barrier], I am uncertain about the requirements and procedures. I would greatly appreciate any support your office can provide, including form preparation, documentation, and filing instructions.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]