

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

VIA FEDERAL EXPRESS

May 31, 20XX

Office of the General Counsel
Attn: FOIA Service Center
Executive Office for Immigration Review
5107 Leesburg Pike, Suite 1903
Falls Church, VA 22041

RE: FREEDOM OF INFORMATION ACT REQUEST
CLIENT NAME:
A#:
DOB:

I am writing to request a copy of my record with the Executive Office for Immigration Review pursuant to 5 U.S.C. § 552. Attached please find my completed Form DOJ-361.

Please send a copy of my record to the following address:

NAME
ADDRESS

If you have any questions, please do not hesitate to call me at _____. Thank you for your time and attention to this matter.

Sincerely,

<Client Signature>