

123 Main St
Las Cruces, NM 88011

June 16, 2024

USCIS
Attn: NFB
P.O. Box 660867
Dallas, TX 75266-0867

RE: **Form I-131, Application for Travel Document**
Applicant: CASTANEDA, Juan Marcos
A-Number: A-123456789

Dear Adjudicating Officer,

I am a permanent resident who plans to travel abroad temporarily and return to the United States. I anticipate my absence from the United States to be more than one year, but not more than two years. Therefore, I am requesting a reentry permit to facilitate my reentry. My application package contains the following forms and supporting documents:

- ☐ I-131 filing fee (Cashier's check in the amount of \$630)
- ☐ Form G-1145, e-Notification of Application/Petition Acceptance
- ☐ Completed and signed Form I-131
- ☐ Copy of my valid, unexpired permanent resident card

I am requesting that your office process my reentry permit at your earliest convenience. If you have questions or need additional evidence, please reach us at (505) 555-1212 or via email jmc@domain.com. Thank you very much for your prompt consideration of my application.

Sincerely,


Juan Marcos Castaneda