

123 Sierra Drive
San Jose, CA 94088

May 16, 2025

USCIS
Attn: NFB (Box 21281)
2108 E. Elliot Rd.
Tempe, AZ 85284-1806

RE: **Form I-485, Application to Register Permanent Residence or Adjust Status**
Form I-765, Application for Employment Authorization
Form I-131, Application for Travel Document

Petitioner: Acme Corporation
Beneficiary/Applicant: CLARKE, Kymani

Dear Adjudicating Officer,

Please find enclosed the Adjustment of Status application package for Kymani Clarke, based on an approved Form I-140, Immigrant Petition for Alien Worker, in the EB-2 category. The package includes the following forms and supporting documentation:

FEES AND E-NOTIFICATION

- ☐ I-485 filing fee (Check in the amount of \$1,440)
- ☐ I-765 filing fee (Check in the amount of \$260)
- ☐ I-131 filing fee (Check in the amount of \$630)
- ☐ Form G-1145, e-Notification of Application/Petition Acceptance

FORM I-485 (APPLICATION TO ADJUST STATUS)

- ☐ Completed and signed Form I-485
- ☐ Beneficiary's passport biographic page (copy)
- ☐ Beneficiary's birth certificate with translation (copy)
- ☐ Two (2) passport-style photos of beneficiary
- ☐ Beneficiary's I-94 record (copy)
- ☐ I-140 approval notice (copy)
- ☐ Form I-485 Supplement J, Confirmation of Bona Fide Job Offer
- ☐ Form I-693, Report of Medical Examination and Vaccination Record

Use cover letter example for information purposes only. Provided courtesy of CitizenPath.com.

FORM I-765 (APPLICATION FOR EMPLOYMENT AUTHORIZATION)

- ☐ Completed and signed Form I-765
- ☐ Beneficiary's passport biographic page (copy)
- ☐ Beneficiary's I-94 record (copy)
- ☐ Two (2) passport-style photos of beneficiary

FORM I-131 (APPLICATION FOR TRAVEL DOCUMENT)

- ☐ Completed and signed form I-131
- ☐ Beneficiary's passport biographic page (copy)
- ☐ Two (2) passport-style photos of beneficiary

If you have questions or need additional evidence, please reach us at (408) 555-1212 or via email kymani00@domain.com. Thank you very much for your prompt consideration of my adjustment of status application.

Sincerely,

Kymani Clarke

Kymani Clarke