

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Forwarding of USCIS Receipt Notice - [Applicant Name]

Dear [Recipient Name],

Please find enclosed the original Form I-797C, Notice of Action (Receipt Notice), which was recently received from U.S. Citizenship and Immigration Services (USCIS) regarding your application/petition.

Case Details:

- **Applicant Name:** [Applicant Name]
- **Receipt Number:** [Receipt Number]
- **Form Type:** [e.g., I-485, I-765, I-130]
- **Notice Date:** [Date on the Notice]

Please keep this document in a safe place, as you will need the receipt number to track your case status on the USCIS website and for any future correspondence with the agency.

If you have any questions regarding this document, please let me know.

Sincerely,

[Your Signature]

[Your Printed Name]