4 Faneuil South Market Building   
3rd Floor, Suite 4025

Boston, MA 02109

Phone: 617-694-5949

Fax: 617-428-0551 [info@gbcinitiative.org](file:///C:\Users\User\Desktop\info@gbcinitiative.org)

National Records Center

FOIA/PA Office

P.O. Box 648010

Lee’s Summit, MO 64064-8010

[DATE]

**RE: FOIA/PA Request [APPLICANT NAME, A#]**

To Whom It May Concern:

I am submitting a Freedom of Information Act request on behalf of [APPLICANT NAME], an applicant who came to the Greater Boston Citizenship Initiative to complete an N-400 Naturalization Application. In support of this request, please find enclosed Form G-639.

[APPLICANT NAME] was born in [COUNTRY] on [DATE OF BIRTH]. (Include any additional information that may be pertinent to the request, such as other names, date of entry as LPR, method of entry, etc).

I am requesting any and all documents, forms, or other written, electronic, or recorded materials relating to [APPLICANT] in possession of the Department of Homeland Security

If you have any questions regarding this request, please do not hesitate to contact me at [aroso@gbcinitiative.org](mailto:aroso@gbcinitiative.org) or (617) 530-1029. I appreciate your assistance with this matter.

Sincerely,

Allison P. Roso

AmeriCorps Citizenship Attorney

cc: [APPLICANT NAME]