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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 Project Citizenship 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 sroth@projectcitizenship.org or (617) 530-1029. I appreciate your assistance with this matter.

Sincerely,

Stephen A. Roth, Esq.
Staff Attorney

cc: [APPLICANT NAME]