

Sample Letter- From Family or Friends

[Date]

Executive Office for Immigration Review
Office of the Immigration Judge
San Francisco, California 94111

Re: *CLIENT NAME, A***

Honorable Judge:

State your name, immigration status (lawful permanent resident or United States citizen). State your relationship to [Name] and for how long you have known him/her.

Describe the kind of person [Name] is and describe the activities you do together, including any helpful or positive activities that he/she does or has done for you, your family, or the community. Please include as many specific feelings and examples as possible.

State what you know concerning whether he/she is a dangerous person and whether he/she would cause harm to anyone.

To the extent you are familiar, please describe how responsible a person he/she is.

Please describe the hardship and pain that would be caused to you, your family and client, if he/she were to remain in immigration detention.

Describe, to the extent you know, how [Name]'s family relies on him/her, and how it would be hard for them if [Name] is not allowed to be released from immigration detention.

I declare under penalty of perjury that the foregoing statement is true and correct to the best of my own personal knowledge.

Date

Declarant

[Address and telephone number if not on letterhead]

INSTRUCTIONS for Letter from Family Member or Friend Lawfully in the United States

Please type on letterhead stationery, if available.

Attach a copy of your permanent resident card or U.S. passport as proof of your immigration status, if possible.

Do not mail your letter to the Immigration Court, send your letter directly to:

Van Der Hout, Brigagliano & Nightingale LLP

180 Sutter Street, 5th Floor

San Francisco, CA 94104

and we will deliver the letter to the court.

However, please do not address your letter to Van Der Hout, Brigagliano & Nightingale, but rather to the Immigration Court.

Sample Letter – from Child

[Date]

Executive Office for Immigration Review
Office of the Immigration Judge
San Francisco, California 94111

Re: *CLIENT NAME, A***

Honorable Judge:

State your name, age and immigration status.

State your relationship to [Name].

Discuss the importance of your mother/father in your life and the things that you do together or have done together in the past. Please include as many specific feelings and examples as possible.

Describe how hard it would be for you if your mother/father were kept in immigration detention.

Sincerely,

[Signature and Name]

[Address and telephone number if not on letterhead]

INSTRUCTIONS for Letter from Son or Daughter Lawfully in the United States

Please type on letterhead stationery, if available.

Attach a copy of your permanent resident card or U.S. passport as proof of your immigration status, if possible.

Do not mail your letter to the Immigration Court, send your letter directly to:

Van Der Hout, Brigagliano & Nightingale LLP

180 Sutter Street, 5th Floor

San Francisco, CA 94104

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Sample Letter- from Employer

[Date]

Executive Office for Immigration Review
Office of the Immigration Judge
San Francisco, California 94111

Re: *CLIENT NAME, A***

Honorable Judge:

State your job title and your relationship to [Name]. State in what capacity you came to know him/her, how long you have known him/her, and how long he/she has been/was employed by your company.

Describe the nature and quality of the work he/she did/does for you. Describe [Name]'s character, work ethic, reliability, sense of responsibility, and other positive attributes.

Please state whether or not he would be welcomed to work for you again when he/she is released from immigration custody.

Please add any other personal comments regarding whether you believe [Name] would be a danger to any other person.

I declare under penalty of perjury that the foregoing statement is true and correct to the best of my own personal knowledge.

Date

Declarant

[Address and telephone number if not on letterhead]

INSTRUCTIONS for Letter from Present or Past Employer

Please type on letterhead stationery, if available.

Do not mail your letter to the Immigration Court, send your letter directly to:

Van Der Hout, Brigagliano & Nightingale LLP

180 Sutter Street, 5th Floor

San Francisco, CA 94104

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Sample Letter- from Co-workers

[Date]

Executive Office for Immigration Review
Office of the Immigration Judge
San Francisco, California 94111

Re: *CLIENT NAME, A***

Honorable Judge:

State your job title and your relationship to [Name]. State in what capacity you came to know him/her, how long you have known him/her, and how long you have worked together.

Describe the nature and quality of the work he/she did/does. Describe [Name]'s character, work ethic, reliability, sense of responsibility, and other positive attributes. Please include as many specific examples as possible.

Discuss any helpful or positive activities that [Name] does or has done for you, your family or others.

Please add any other personal comments regarding whether you believe [Name] would be a danger to any other person.

I declare under penalty of perjury that the foregoing statement is true and correct to the best of my own personal knowledge.

Date

Declarant

[Address and telephone number if not on letterhead]

INSTRUCTIONS for Letter from Present or Past Co-workers or Co-Volunteers

Please type on letterhead stationery, if available.

Do not mail your letter to the Immigration Court, send your letter directly to:

Van Der Hout, Brigagliano & Nightingale LLP

180 Sutter Street, 5th Floor

San Francisco, CA 94104

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Sample Letter- from Religious Leader

[Date]

Executive Office for Immigration Review
Office of the Immigration Judge
San Francisco, California 94111

Re: *CLIENT NAME, A***

Honorable Judge:

Please state your position and title. Describe in what capacity you came to know [Name] and for how long you have known him/her.

Describe the importance of or positive influence that [Name]'s religious beliefs have had in his/her life.

[Edit the two next paragraphs according to criminal history] To the extent that you are familiar, please describe his/her evolution from the person who was arrested for drug offenses to the person his/her is now.

To the extent that you are familiar, please describe the reasons why you believe that he/she will never again become involved with drugs or abuse alcohol, and why you believe that he/she is fully rehabilitated.

I declare under penalty of perjury that the foregoing statement is true and correct to the best of my own personal knowledge.

Date

Declarant

[Address and telephone number if not on letterhead]

INSTRUCTIONS for Letter from Pastor, Priest or other Religious Leader

Please type on letterhead stationery, if available.

Do not mail your letter to the Immigration Court, send your letter directly to:

Van Der Hout, Brigagliano & Nightingale LLP

180 Sutter Street, 5th Floor

San Francisco, CA 94104

and we will deliver the letter to the court.

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*Sample Letter- from Probation Officer
Please type on letterhead stationery, if available*

[Date]

Executive Office for Immigration Review
Office of the Immigration Judge
San Francisco, California 94111

Re: *CLIENT NAME, A***

Honorable Judge:

State your title, job duties and length of service as a probation officer. State your relationship to [Name] and the amount of time he/she was/has been under your supervision.

State that the purpose of the letter is to present an evaluation of his/her compliance with the terms of his/her probation and your evaluation of his/her success at rehabilitation.

Please comment on his/her character, diligence in completing the terms of probation and what kind of person you have found him/her to be. Please comment on any programs that you know him/her to have been involved in as part of rehabilitative efforts.

Please describe the length of time that he/she has been on probation and whether he/she successfully completed the terms of probation. If he/she terminated probation early, please state so. If he/she has not terminated probation yet, please evaluate what needs to be done. Please describe whether you believe he/she has been rehabilitated and whether he/she is likely to lapse into recidivist behavior. This is a key aspect of what we will have to show to the Immigration Judge and is very important.

Please add any personal observations which you believe the Immigration Judge ought to know and would be helpful to [Name]'s case.

Sincerely,

[Signature and Name]

[Address and telephone number if not on letterhead]

INSTRUCTIONS for Letter from Probation Officer

Please type on letterhead stationery, if available.

*Do not mail your letter to the Immigration Court, send your letter directly to:
Van Der Hout, Brigagliano & Nightingale LLP
180 Sutter Street, 5th Floor
San Francisco, CA 94104
*and we will deliver the letter to the court.**

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[Internal Note: Often AA or NA will not issue a letter because of confidentiality issues. However, you may want to give client a sample letter anyway to show what kinds of issues we need to prove regarding rehabilitation. If they cannot get a letter, they may be able to get some sort of stamped proof of attendance at meetings.]

Sample Letter- from AA or NA Counselor

[Date]

Executive Office for Immigration Review
Office of the Immigration Judge
San Francisco, California 94111

Re: *CLIENT NAME, A***

Honorable Judge:

State your name, title and duties within NA/AA. State how long you have known [Name] and in what capacity.

Please state any observations on [Name]'s success in fighting his/her own drug/alcohol addiction.

If appropriate, describe how he/she has helped others in fighting their drug/alcohol addiction. Please describe any contributions he/she has made to the NA/AA Program.

Please state whether you believe he/she is likely to use drugs or alcohol in the future, and why.

Please add any other personal comments or observations you may have on his/her character and rehabilitation.

Sincerely,

[Signature and Name]

[Address and telephone number if not on letterhead]

INSTRUCTIONS for Letter from Counselor from Alcoholics or Narcotics Anonymous

Please type on letterhead stationery, if available.

Do not mail your letter to the Immigration Court, send your letter directly to:

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San Francisco, CA 94104

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