

**VIA FACSIMILE AND PERSONAL DELIVERY**

Immigration & Customs Enforcement  
Deportation Unit  
630 Sansome Street  
San Francisco, CA 94111  
Facsimile: 415-844-5514

Re: **Advisal of Representation of Detained Individual,  
Request to House in Bay Area, and  
Request for Release on own Recognizance or Release on Reasonable Bond**  
[Name]  
A#

Dear Sir or Madam:

Undersigned counsel has been retained to represent the above-referenced individual. A copy of my Notice of Entry (Form G-28) is attached.

We respectfully request that [Name] be released on **his/her** own recognizance or on a reasonable bond of \$[Amount]. [Explain circumstances, such as: client has been living and working in the United States for many years, has U.S. citizen family to care for. May want to attach letters and documents and refer to them]. Thus, **he/she** is neither a flight-risk nor a danger to the community.

[If appropriate, state form of relief for which client is eligible].

[If client has criminal history, explain why client is not ineligible for release on bond under INA § 236(c)]

[If appropriate, explain why bond amount is reasonable] [Name]'s family and friends are hard-working but funds are limited. A bond of \$[Amount] would be quite significant for **his/her** family. Given that **he/she** is eligible for relief, and has no history of violence, a bond of \$[Amount] is appropriate in this case.

Should you decide not to release **him/her**, we respectfully request that **he/she** be housed in the area of [city/town], given that he/she is represented by local counsel and **his/her** family resides in [city/town].

Thank you for your attention to this matter. If you have any questions, please do not hesitate to call me.

Sincerely,

Enclosure