**SAMPLE LETTER REQUESTING CLIENT CONTACT OFFICE**

**DATE**

**CLIENT’S NAME**

**CLIENT’S ADDRESS**

Dear **CLIENT’S NAME**:

On DATE you came to **OFFICE’S NAME** for an initial consultation on your immigration matter. At the meeting I requested additional documents and information to proceed with your case. As of this date, I have not received the requested documentation/information or heard from you.

Please provide the documentation by dropping off or mailing the documents to my attention at OFFICE ADDRESS or please call me at  **PHONE NUMBER** to discuss this matter.

Please be informed that if I do not hear from you within 10 days of the date of this letter, I will close your case with **NAME**. This letter will then serve as notification that your case with **OFFICE’S NAME** is closed.

Very Truly Yours,

**STAFF MEMBER’S NAME**

**STAFF MEMBER’S TITLE**