

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