

Asylum Office Reschedule Request Sample

DATE

USCIS

Arlington Asylum Office
1525 Wilson Blvd
Mailstop 2500
Arlington, VA 20598-2500

RE: DOE, Jane

Dear Arlington Asylum Office,

I represent **Ms. Jane DOE**, a native and citizen of XXX. My G-28 is attached. Ms. Doe has an asylum interview scheduled on XXX; interview notice attached. My office just started handling this case, and, we need additional time to prepare to represent Ms. Doe at her asylum office interview. I respectfully request at least an additional four weeks of preparation time, and that the interview be rescheduled for the following time period if possible: **XXX**.

Thank you so much for your assistance. If you need more information from me, please do not hesitate to contact me at XXXX or [insert email address]. We would love to receive notice of the new interview date as soon as possible – you may also reach me by fax at XXXX.

Yours Sincerely,

[Attorney]