[Date]

Enforcement and Removal Operations

Immigration and Customs Enforcement  
U.S. Department of Homeland Security

Fallon Federal Building  
31 Hopkins Plaza, Suite 630  
Baltimore, Maryland 21201

Via USPS certified mail

**RE: [Client’s full name], A#\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[Client’s subordinate/derivatives], A#\_\_\_\_\_\_\_\_\_\_\_ (relationship to Client)**

Dear ERO Officer,

I am currently representing Ms. [Client’s last name] who is under an Order of Supervision with your office. She would like to inform you that she has moved her residence from:

[Previous address]

To:

[Current address]

If you have any further questions about her immigration case or this address change, please do not hesitate to contact me at [contact info].

Sincerely,

[insert attorney name]

Pro Bono Counsel for Ms. [Client’s last name]