[Date]

Enforcement and Removal Operations

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

San Francisco Field Office

630 Sansome Street Rm 590

San Francisco, CA, 94111

**RE: [Client’s Full Name], A#XXX-XXX-XXX**

**[Client’s derivative child full name], A#XXX-XXX-4XX (minor child)**

Dear ERO Officer,

I am [or we are] currently representing Ms. [Client’s last name] who is under an Order of Supervision [or Order of Release on Recognizance] with your office. She has a [or if derivative included: and her daughter have] asylum application[s] pending before the court and is [are] scheduled for a hearing on [insert date]. (See attachments, proof of pending I-589 and hearing notice).

I understand that you have requested that Ms. [Client’s last name] renew her passport. However, as an asylum-seeker, she can *not* go to her Embassy to apply for a new passport. Such action may be interpreted as seeking the protection of the government of [insert client’s home country] and would undermine or even invalidate her asylum claim. Consequently, she cannot provide a renewed passport at this time.

If you have further questions, please do not hesitate to contact me at [insert direct dial].

Sincerely,

[insert attorney name]

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