[Your Street Address]

[Your City, State Zip code]

July 30, 2021

USCIS

Attn: NFB

P.O. Box 21281

Phoenix, AZ 85036-1281

**RE: I-131, Application for Travel Document**

**Applicant: [Your Full Name]**

**Case No.: [Your A-Number]**

To Whom It May Concern:

I was granted permanent residence on [insert date]. I anticipate traveling abroad for more than one year, but less than two years, and then returning to the United States. Therefore, I am requesting a reentry permit to facilitate my reentry. Enclosed please find the following documents:

1. Check for $660 ($575 I-131 filing fee plus $85 biometrics fee)
2. Form G-1145, E-Notification of Application/Petition Acceptance
3. Form I-131, Application for Travel Document
4. Copy of my permanent resident card

I am requesting that your office promptly approve my request for a reentry permit. If you have any questions or concerns, please call me at [(000) 000-0000]. Thank you for the time taken in this case.

Sincerely,

[Your Name]