

GUIDELINES FOR LETTERS IN SUPPORT OF STAY MOTIONS¹

Letters from Current or Past Employer, Co-workers, or Volunteer Workers

Remember:

- Use letterhead stationary if possible.
 - Send letter directly to Respondent's attorney, not to immigration or to the Court.
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[Date]

[Name and Address of Immigration Court **OR** Board of Immigration Appeals]

RE: [Respondent's Name]
[A Number]

To Whom It May Concern:

Please state your name and immigration status in the United States; for example, lawful permanent resident or United States citizen. Please include a copy of your green card, naturalization certificate, United States passport, or birth certificate (if born in U.S.).

Please describe your position and job title. Please state how long you have known Respondent and in what capacity you came to know him/her. Please state how long he/she has been (or was) employed by you / worked with you / did volunteer work with you.

Please describe the nature and quality of his/her work. Please be as specific as possible.

Please add any other personal comments or observations you may have about Respondent's character, reliability, and contributions to his/her community in the United States. If possible, please give specific examples or anecdotes.

To the extent that you are familiar, please comment on Respondent's relationship with his/her family and the hardship that you believe it would cause to Respondent and his/her family if he/she were not allowed to remain in the United States.

Please explain any additional compelling reasons why you believe Respondent should be allowed to stay in the United States.

Sincerely,

[Signature]
[Your name and title (if applicable)]
[Full address and phone number]

Letters from Family Members and Friends Who Are Lawfully in the United States

¹ Special thanks to the Van Der Hout law firm for sharing the letters on which these samples are based.

Remember:

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-

[Date]

[Name and Address of Immigration Court **OR** Board of Immigration Appeals]

RE: [Respondent's Name]
[A Number]

To Whom It May Concern:

Please state your name and immigration status in the United States; for example, lawful permanent resident or United States citizen. Please include a copy of your green card, naturalization certificate, United States passport, or birth certificate (if born in U.S.).

Please explain your relationship to Respondent, how long you have known her/him, and in what capacity you came to know one another.

Please describe any activities you do/have done with Respondent and any helpful or positive activities that he/she does or has done for you, your family, or others.

Please add any other personal comments or observations you may have about Respondent's character, reliability, and contributions to his/her community in the United States.

To the extent that you are familiar, please comment on Respondent's relationship with his/her family and the hardship that you believe it would cause to Respondent, his/her family, and/or you and your family if Respondent were not allowed to remain in the United States.

Please explain any additional compelling reasons why you believe Respondent should be allowed to stay in the United States. For example, please write what you know about Respondent's [or her/his family member's] medical condition.

Sincerely,

[Signature]

[Your name and title]

[Full address and phone number]

Letters from Priest, Pastor, Rabbi, Imam, Cleric or Other Religious Leader

Remember:

- Use letterhead stationary if possible.
 - Send letter directly to Respondent's attorney name, not to immigration or to the Court.
-

[Date]

[Name and Address of Immigration Court **OR** Board of Immigration Appeals]

RE: [Respondent's Name]
[A Number]

To Whom It May Concern:

Please state your full name and position/title.

Please describe in what capacity you came to know Respondent and/or his/her family, and for how long.

Please describe the importance of or positive influence that Respondent's religious beliefs have had in his/her life, and any general observations you have about his/her character and their contributions to the religious community.

To the extent that you are familiar, please comment on Respondent's relationship with his/her family and the hardship that you believe it would cause to Respondent and/or his/her family if he/she were not allowed to remain in the United States.

Sincerely,

[Signature]

[Your name and title]

[Full address and phone number]

Letters from Respondent's U.S. Citizen or Lawful Permanent Resident Children

Remember:

- Use letterhead stationary if possible.
 - Send letter directly to Respondent's attorney name, not to immigration or to the Court.
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[Date]

[Name and Address of Immigration Court **OR** Board of Immigration Appeals]

RE: [Respondent's Name]
[A Number]

To Whom It May Concern:

Please state your full name, age, and where you were born. Please explain if you are a U.S. citizen or lawful permanent resident (green card holder) of the United States.

Please state your relationship to Respondent.

Please discuss the importance of your mother/father in your life and the things that you do together or have done together in the past. Please try to provide specific examples or stories.

Please describe the things you rely on your mother/father for and in what ways he/she takes care of you. Please try to give specific examples.

Please describe why you think your parents are contributing members to society and to their community. Please try to give specific examples.

Please describe the hardship and pain that your mother/father's deportation would cause you.

Sincerely,

[Signature]

[Your name and title]

[Full address and phone number]

Letters from Teachers, Counselors, Peers of Respondent's U.S. Citizen or Lawful Permanent Children (Or Their Parents)

Remember:

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-

[Date]

[Name and Address of Immigration Court **OR** Board of Immigration Appeals]

RE: [Respondent's Name]
[A Number]

To Whom It May Concern:

Please state your name and immigration status in the United States; for example, lawful permanent resident or United States citizen. Please include a copy of your green card, naturalization certificate, United States passport, or birth certificate (if born in U.S.).

Please explain your relationship to Respondent, how long you have known her/him (and/or his/her children), and in what capacity you came to know one another.

Please describe what you know about Respondent's relationship with his/her children and about his/her involvement in the community and/or their children's education. If possible, please add specific examples or anecdotes about how Respondent has been helpful to his/her children, to you, or to others around you.

To the extent you are familiar, please describe the hardship that you believe it would cause to Respondent and his/her family if he/she were not allowed to remain in the United States.

Please explain any additional compelling reasons why you believe that Respondent should be allowed to stay in the United States.

Sincerely,

[Signature]

[Your name and title]

[Full address and phone number]