

## **SAMPLE COVER LETTER FOR RECOGNITION RENEWAL REQUEST**

[DATE]

Recognition and Accreditation Program Coordinator  
Office of Legal Access Programs  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 2500  
Falls Church, VA 22041

RE: REQUEST FOR RENEWAL OF RECOGNITION FOR [organization name] LOCATED  
AT: [full address]

Dear Recognition and Accreditation Program Coordinator:

I ask the Office of Legal Access Programs (OLAP) to please grant renewal of recognition to the office mentioned above under 8 Code of Federal Regulations (CFR), Section 1292.16.

[Organization] currently provides charitable immigration legal services to immigrants and refugees, including family-based immigration, naturalization, inadmissibility waivers, DACA, TPS, and more. [Organization] also provides citizenship classes for naturalization applicants.

With this application, [organization] seeks to continue providing charitable immigration legal services, as there is a significant need in this area.

Enclosed, please find a completed Form EOIR-31 along with supporting documentation. We have included a full list of enclosures below.

Thank you very much for your fair and rapid consideration of our request on behalf of [organization] for recognition renewal.

Sincerely,

[Name]  
[Authorized Officer or Executive Director]

Enclosures:

- Form EOIR-31
- Organizational Chart
- Accreditation Approval Letter(s) for [name(s) of currently accredited staff]
- Technical Legal Support Letter from [provider] (if applicable)
- List of Immigration Law Library Resources
- Budget for Current Year, 2018

- Budget for Previous Year, 2017
- Annual Summary for 2017 and 2018
- Fee Schedule Used for 2017 and 2018
- Fee Waiver/Reduction Policy Used for 2017 and 2018

*NOTE: You must include updated information on any unreported changes since the last recognition date that affect eligibility, so there may be additional enclosures not listed above. Also, if your organization does not have any accredited staff, you must include at least one application for staff accreditation in this packet, unless you have been granted additional time by OLAP to prepare your staff for accreditation.*