

SAMPLE COVER LETTER

CONSULAR PROCESSING

Dear consular officer:

Attached please find a completed DS-5540, Public Charge Questionnaire. Also attached are supporting documents. I am not likely to become a public charge for the following reasons:

My current yearly household compensation in the United States will exceed 125 percent/250 percent of the federal poverty guidelines. As evidence, please see:

- job offer from my employer indicating my yearly compensation will be _____. My estimated household size will be ___ persons. The guidelines indicate that 125 percent/250 percent for a household of that size is \$_____.
- pay stubs indicating that my yearly compensation is _____.
- proof of additional, non-taxable income of continuing basis consisting of _____ and valued at _____.
- assets consisting of _____ and valued at _____. Please see attached appraisal/bank statements.

My reported income tax for the last tax year was \$ _____. Please see:

- IRS tax transcript for 2019.
- foreign tax return from 2019.

My employer/my spouse's employer provides health insurance. After I immigrate, I will be added to that health insurance program. As evidence, please see:

- statement from employer verifying my future enrollment and indicating the insurance plan.

I do not currently qualify for health insurance due to my immigration status, but I intend to enroll within 30 days of immigrating. As evidence, please see:

- quote from health insurance provider for ___ medical plan.

I will be employed after being admitted to the United States as a permanent resident. As evidence, please see:

- job offer from _____.

I have a history of employment. As evidence, please see:

- list of my history of employment for the past five years, showing name of employer, dates of employment, and description of employment
- IRS tax transcripts from 201_
- foreign tax return from 201_
- wage receipts, pay stubs, W-2, employer's letter

I have the following occupational skills: _____ . As evidence, see attached documentation:

- licenses/certifications
- employer's letters

I am retired with a pension/retirement account of \$_____. As evidence, please see:

- bank statement showing regular additions/portfolio/other evidence of income.

I am the primary caretaker for child/parent/family member. As evidence, please see:

- birth certificate of child
- birth certificate of mother/father and evidence of medical condition

While I do have a medical condition, I have the resources to cover reasonably foreseeable medical costs. As evidence, please see:

- 12 months of bank statements/assets and resources
- report from physician indicating prognosis and that condition does not impact ability to work or attend school
- letter from my employer indicating medical condition/disability does not interfere with job duties

I have graduated from high school, as evidenced by:

- high school diploma/GED
- college attendance/degrees
- vocational, liberal arts or other school attendance/degrees
- evaluation of equivalency of foreign education/degrees

I have never applied for, been certified for, nor received and will not be eligible to receive the following public benefits when I immigrate, as evidenced by:

- print out indicating I will be financially/immigration status ineligible for SSI, TANF, Medicaid, state GA, federal housing programs, and SNAP.

I have submitted an I-864 from a sponsor who evidences household income above 125% of FPG

I have submitted an I-864 from a joint sponsor who evidences household income above 125% of FPG and is likely to provide support if it is necessary in the future, as evidenced by:

- letter indicating relationship to me and reason for providing support.

For these reasons, the positive factors outweigh any negative factors and I am not likely to become a public charge.

Sincerely,