

[Date]

Department of Homeland Security
U.S. Citizenship and Immigration Services

To whom it may concern,

The attached I-20's are the only ones left in my possession. There is/are [specify amount] I-20's missing, issued by [institution – indicate time period if known. If the missing I-20 had information regarding work authorization (CPT/OPT) please be sure to include the dates, whether it was part-time or full-time and the degree level].

Thank you for your understanding.

Sincerely,

[Signature]

[Your Name Printed]