

Sample Cover Letter For 90-Day Post-Order Custody Review

[Date]

Department of Homeland Security
Immigration and Customs Enforcement
[Address of ICE ERO Office]

Re: Request for Release from ICE Custody
[Your Full Name]
[Your 9-Digit Alien Number]

Dear Officer:

My name is _____, and I have been in ICE detention since [date]. I am submitting this cover letter and the attached documents in support of my request for release on an order of supervision.

I am not a flight risk.

[If you have complied with your ICE order of supervision in the past, describe that here:
“Until my current detention, I was on an ICE order of supervision for [insert length of time]. During that time, I never missed an ICE check-in, and have always reported to ICE when I was requested to do so. If I am released, I will continue to comply with my order of supervision.”]

I am not a flight risk. When I am released I will live at the following address: [insert residential address]. I have lived at this address for [insert number of years] with [if you live with family members, list them and how they are related to you].

I work at [insert job title and employer], and I have worked there for [insert number of years]. It is important for me to be a reliable employee so that I can provide for myself and my family. [If you have sick or elderly family members or friends you care for, or if you are the financial provider for family members, describe your responsibilities here. If you are on parole, you may add a paragraph about the conditions of parole: ex. “Additionally, I will be checking in regularly with my parole officer and will be subject to travel restrictions.”]

I am not a danger to my community.

I am not a public safety concern. [If applicable, insert explanation for conviction. If you were young when you committed the crime, include that. You may write about how you have matured since that time. Explain why you will not re-offend. If you are involved in any community organizations, describe your involvement here. You may describe educational courses and programs you participated in, as well]

Due to the low flight and public safety risks I pose, I ask that I be released from custody on an order of supervision. If you have any questions or requests for additional documentation, please do not hesitate to contact me.

Sincerely,

[Signature & Name]

List Of Documents To Collect For 90-Day Post-Order Custody Review

In support of your request for release from ICE custody, you may collect the following documents and attach them to your cover letter:

- Letters of support from family members, friends and community members (see template)
- Letter of support from employer
- If you suffer from a health condition, a letter from your treating physician explaining the medical care that you need OR medical records about your condition.
- If you are a caretaker of someone with a health condition, include medical records or a doctor's letter describing the care that this person needs from you.
- If you were in criminal custody, certificates of completion of programming and education.
- Any other documents that you believe ICE should consider when deciding whether to continue detaining you.

Template For Letter Of Support From Family Member Or Community Member

[Date]

Department of Homeland Security
Immigration and Customs Enforcement
[Address of ICE Field Office, if known]

Re: Request for Release from ICE Custody
[Name of Detainee]
[9-Digit Alien Number of Detainee]

My name is _____, and I am writing this letter in support of the release of [Name of Detainee] from ICE custody. I have known [Name of Detainee] for [number of years]. I know [Name of Detainee] because she/he is my [insert relationship: ex. brother, friend, co-worker].

[Describe the positive contributions she/he has made in your life and why you do not think she/he is a flight risk or a danger to the community. If you rely on her/him financially or as a caretaker, please describe. If possible, include stories and specific details to illustrate what you are saying about the person.]

For all of the reasons above, [Name of Detainee] is someone who I know will continue to make positive contributions to our community, and should be released from ICE custody.

Sincerely,

[Signature]
[Printed Name]
[Phone number]