Date: January 1, 2016

RE: I-751 Petition for S.R.

Dear Adjudicating Officer:

* ***Practice Tip: Address the letter to “Dear Adjudicating Officer”***

My name is L.A. I am a Domestic Violence Victim Advocate at \_\_\_\_\_\_\_\_\_\_\_ in Seattle, Washington. My work is focused on assisting domestic violence and sexual assault victims from China. In that capacity, I assist and provide advocacy for women and children who are victims of domestic violence. As part of my responsibilities, I provide case management by assisting and referring families to obtain the following social services: health and medical resources; jobs and job training; emergency food; family and individual counseling; parent education; ESL classes; legal assistance on a pro bono or sliding scale; and community resources.

* ***Practice Tip: Begin by introducing yourself. Include your job title and a brief description of what you do. You can also include how long you have been doing this work and any relevant training that you have received.***

I am writing this letter in support of S.R.’s I-751 immigration petition. The information in this letter relates to my knowledge of Ms. S.R. and her situation, based on my role as her domestic violence advocate at \_\_\_\_\_\_\_.

Ms. S.R. first came to \_\_\_\_\_\_ for domestic violence services on November 13, 2013. She is a citizen of China, and came to \_\_\_\_\_\_\_\_ seeking culturally and linguistically appropriate assistance. Since our initial meeting, she has come into \_\_\_\_\_\_\_\_\_\_ once or twice every month.

* ***Practice Tip: Explain the purpose of writing the letter and your relationship to the client. Also include details about the services that the client has received: when they began receiving services, what types of services they’ve received, and the frequency.***

Ms. S.R. is currently separated from her U.S. citizen spouse, K.Z. During our initial intake, she disclosed that she had been subjected to verbal, physical, sexual, emotional, and financial abuse during her marriage. Like many immigrant victims of domestic violence, Ms. S.R. was extremely isolated in her marriage. She had limited English and financial resources, and her husband controlled her environment. In Chinese culture, domestic violence is often seen as a private family matter, rather than a societal problem. For example, she was warned by Mr. K.Z.’s uncle (who lived with them) not to call the police during a domestic violence incident because it was a private matter that should be dealt with internally.

* ***Practice Tip: Summarize the abuse that the client has suffered, make sure it matches what is said in the client’s declaration, but don’t just copy and paste from the declaration. Use language like, “the client disclosed…” to include details of the abuse the client experienced that you did not witness first-hand.***

The abuse that Ms. S.R. suffered during her marriage has caused her fear, embarrassment, frustration, a loss of self-esteem, and depression. She needs ongoing support to deal with those emotions. As a victim of domestic violence, Ms. S.R. may not fully understand her situation; even denying the abuse in a desperate attempt for self-preservation. Therefore, I provide counseling that is culturally sensitive in nature, and targeted to stop the ongoing problems caused by the abuse.

Ms. S.R. is involved in a bitter divorce and custody battle with Mr. K.Z. A trial is scheduled to take place in February 2016. I am helping to support her and prepare her for the ongoing legal proceedings.

Additionally, Ms. S.R. also needs help with her immigration issues. I referred her case to an attorney in the Domestic Violence Unit at the Northwest Immigrant Rights Project.

* ***Practice Tip: Include details of what specifically you or the agency have helped the client with in relation to the crime or abuse they endured.***

It is hoped that the above information will help to support and expedite Ms. S.R.’s application. Should you require more information, please feel free to contact me at\_\_\_\_\_\_\_\_\_\_.

I declare under penalty of perjury of the laws of the State of Washington that the foregoing statements are true and to the best of my knowledge and recollection.

Sincerely,

* ***Practice Tip: End by stating the purpose of the letter: to support the client’s immigration application. Provide your contact information and include the statement of penalty of perjury. And be sure to sign the letter and that it is dated.***