

DEPARTMENT OF HOMELAND SECURITY  
**CALL-IN LETTER**

To (Name, Address, City, State, Zip Code)

File Number \_\_\_\_\_

Date \_\_\_\_\_

**Please come to the office listed below at the time and place indicated in connection with an official matter.**

Office Location	
Time and Hour	
Ask For	
Reason for Appointment	
Bring With You	

**It is important that you keep this appointment and bring this letter with you.  
If you are unable to do so, state your reason, sign below, and return this letter to this office at once.**

\_\_\_\_\_  
Name and Title of Authorizing Official

\_\_\_\_\_  
Signature of Authorizing Official

I am unable to keep the appointment because:

Signature	Date
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