[DATE]

Department of Homeland Security

U.S. Citizenship and Immigration Services USCIS - Vermont Service Center

38 River Road

Essex Junction, VT 05452

**RE: [NAME OF VICTIM], U and T Visa Certification**

Dear Sir or Madam:

I, [NAME], [NAME OF AGENCY], hereby designate [NAME], [TITLE], as a U and T visa certifying official of the [NAME OF AGENCY] in the above referenced case.

[NAME]

[TITLE]

[NAME OF AGENCY]