

### Documentation Cover Letter Template

If during the Online Application filing process you indicated that you are providing all or some of your documentation directly to your DFAP Regional Office, you are required to complete this cover letter, or something substantially similar, and include the completed cover sheet along with your documentation. Your documentation must include your SSN/ITIN on the top of each document.

As a reminder, any documentation sent to your DFAP Regional Office **must** actually be postmarked (if mailed) or received (if delivered) by the second business day after your online submission, to be considered in the evaluation of your Application.

Please include your full legal name as listed on your Online Application, your Application Confirmation ID, as provided in the Online Application submission confirmation email, and a complete list of the enclosed documents.

**Full Legal Name:**

**Application Confirmation ID:**

List of Enclosed Documents:

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