**Template Cover Letter for Emergency**

**Motion to Rescind and Reopen In Absentia Removal Order**

Information requiring modification is highlighted in yellow.

[ATTORNEY LETTERHEAD]

Immigration Court

Executive Office for Immigration Review

[Address]

 RE: [Respondent’s Name]

 [A Number]

**Emergency Motion to Rescind and Reopen In Absentia Removal Order**

Dear Clerk:

This office represents [Name]. Enclosed for filing please find:

* Notice of Entry of Appearance as Attorney or Accredited Representative (Form EOIR 28);
* Respondent’s Motion to Rescind and Reopen, which undersigned counsel will supplement as expeditiously as possible, Exhibit List and Exhibits in Support, Proof of Service, and Proposed Order
* Motion for a Fee Waiver **OR** $110 filing fee payable to the U.S. Department of Justice.

Thank you for your immediate attention to this matter.

Sincerely,

[Attorney’s Name]