(today’s date)

Chicago Police Department  
Office of Legal Affairs  
3510 South Michigan Ave.  
Unit 114  
Chicago, IL 60653

To Whom It May Concern,

I was the victim of a violent crime in Chicago, Illinois on (date). At this time, I am requesting that the Chicago Police Department complete I-918B, Supplement B for me, certifying me to apply for the U visa. Thank you for your attention to this case, and please send me the Supplement as soon as possible.

Name:                         (your name)  
DOB:                          (your date of birth)  
RD#:                           (number in the upper-right corner of your police report)   
Location of event:      (approximate location of crime)  
Date of event:             (date)

Sincerely,

Your name

Your address

Signature