**[DATE]**

The Honorable **[SENATOR/REPRESENTATIVE NAME]**
United States Congress
Washington, DC

Dear **[SENATOR/REPRESENTATIVE NAME]**:

On behalf of **[COMPANY NAME]**, headquartered in **[CITY, STATE]**, I want to express our concern regarding the U.S. Citizenship and Immigration Services (USCIS) claims that it will need to furlough over two-thirds of its workforce unless Congress approves the agency’s $1.2 billion funding request. This is despite the fact that [USCIS now reports that it can pay its employees through the end of the fiscal year and will have a sizable carryover balance at the end of this fiscal year.](https://www.appropriations.senate.gov/imo/media/doc/LeahyUSCIS81820.pdf) A furlough of this magnitude will not only result in the loss of employment and healthcare benefits for over 13,000 U.S. workers across the country in the middle of a global pandemic, but will bring the U.S. immigration system to a grinding halt and [add to the already crisis-level processing backlog](https://www.migrationpolicy.org/article/impending-uscis-furloughs-will-contribute-historic-drop-us-immigration-levels).

**[INSERT DESCRIPTION OF COMPANY AND IMPACT OF USCIS SHUTTING DOWN OPERATIONS]**.

We need USCIS to continue to adjudicate immigration benefit requests in order for us to continue to hire and retain employees who are essential to our business operations. A shutdown of USCIS would negatively impact our business operations, and by extent the U.S. economy and communities, during a national health crisis that is crippling our economy and has unemployment rates at a historical high.

We urge you to contact the Department of Homeland Security to request that USCIS avoid any furloughs for the remainder of FY2020. It is unnecessary and harmful for USCIS to furlough employees when it has financial means to pay its staff through the end of the fiscal year.

If you need any additional information or would like to meet regarding this matter, please do not hesitate to contact me at**[PHONE OR EMAIL CONTACT]**.

Sincerely,

**[NAME, TITLE]**

**[COMPANY NAME]**