

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title/Position]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Subject: Immigration Petition Application for [Applicant's Name]

Dear [Recipient's Name],

I am writing to formally submit my petition for [Applicant's Name], who is seeking [specific type of immigration status, e.g., permanent residency, asylum, etc.].

[Provide a brief introduction about yourself and your relationship with the applicant. Include relevant background information, such as your citizenship status, length of time knowing the applicant, etc.]

The purpose of this petition is to [explain the purpose and basis of the application, e.g., family reunification, employment opportunity, humanitarian reasons, etc.]. I believe that [Applicant's Name] meets all the required criteria as outlined in [relevant immigration regulations or laws].

[Include additional supporting details, such as the applicant's qualifications, achievements, contributions to the community, and any special circumstances that warrant consideration.]

I have attached all necessary documentation to support this application, including [provide a list of documents enclosed, e.g., proof of relationship, financial support, letters of recommendation, etc.].

I kindly request that you review this petition and grant [Applicant's Name] the opportunity to [desired outcome, e.g., reunite with family, continue their career, etc.]. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to the Applicant]
[Enclosures: List of attached documents]