

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

United States Citizenship and Immigration Services

[Specific USCIS Office Address]  
[City, State, Zip Code]

Subject: Family-Based Petition for [Relative's Name]

Application Type: [Form Type, e.g., I-130]

Dear Sir/Madam,

I am writing to submit a family-based petition for my [relation to relative, e.g., spouse, child, parent], [Relative's Name], who is currently residing in [Country].

[Brief introduction about your relationship and a statement of your intent to petition.]

Enclosed are the following documents to support this petition:

1. Form [Form Number, e.g., I-130]
2. Copy of my [Proof of LPR or Citizenship, e.g., green card, passport]
3. Evidence of our relationship (e.g., marriage certificate, birth certificates)
4. [Any additional supporting documentation]

Please do not hesitate to contact me if you require any further information or documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if mailing a hard copy)]

[Your Printed Name]

[Your A-Number (if applicable)]