

[USCIS Letterhead]

[Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

U.S. Citizenship and Immigration Services

[Office Address]

[City, State, Zip Code]

Subject: [Subject of the Letter, e.g., Immigration Petition for (Your Name)]

Dear [Recipient Name],

I am writing to formally submit my petition/application for [specific petition type, e.g., Form I-130, Form I-485], filed on [filing date], under [your Immigration category, e.g., family-based, employment-based]. [In this paragraph, provide brief background or context for the petition.

Include important details such as immigrant's relationship to the petitioner, case number if applicable, and any relevant timelines.]

I enclose the following supporting documents for your review:

1. [Document Type, e.g., Copy of Birth Certificate]
2. [Document Type, e.g., Proof of Relationship]
3. [Any additional relevant documents]

Please let me know if you require any further information or documentation to assist in processing my petition. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title, if applicable]

[Enclosures: List of attached documents]