

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

Consulate General of the United States

[Consulate Address]
[City, Country, Zip Code]

Subject: Request for Family Reunion Visa

Dear Consular Officer,

I hope this letter finds you well. My name is [Your Full Name], and I am a U.S. citizen/permanent resident currently residing in [City, State]. I am writing to formally request your assistance in facilitating a family reunion visa for my [relationship, e.g., spouse, children, parents], [Name(s)], who currently reside in [Country].

[Provide a brief introduction about your relationship with the family member and the purpose of the reunion. Mention any significant details such as duration of separation, family circumstances, and the importance of this reunion.]

We plan to have our family reunion on [specific dates] and would greatly appreciate your support in expediting the visa process. Enclosed are the following documents to assist with the application:

1. Copy of my passport
2. Proof of relationship (e.g., marriage certificate, birth certificates)
3. Financial support documents (if applicable)
4. [Any additional documents required]

Thank you for your attention to this matter. I am hopeful for a positive response and look forward to reuniting with my family soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]