

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

U.S. Embassy
[Embassy Address]
[City, Country]

Subject: Immigrant Visa Application - [Your Full Name]

Dear Sir/Madam,

I am writing to formally submit my application for an immigrant visa to the United States. I have completed all necessary forms and gathered the required documentation as per the guidelines provided on your official website.

My application is based on [specify your reason, e.g., family reunification, employment-based visa, etc.]. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Case Number: [Your Case Number, if applicable]

I kindly request your assistance in processing my application. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to my visa application. I look forward to your prompt response.

Sincerely,
[Your Name]