

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

U.S. Embassy

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

Subject: Application for Residency

Dear [Consul General/Embassy Officer's Name],

I am writing to formally submit my application for residency in the United States. I am [briefly introduce yourself, including your current status and purpose of residency].

[Paragraph detailing your reason for applying, including any relevant personal, professional, or familial ties to the U.S.]

I have included the required documents to support my application, including:

1. [List of documents, e.g., application form, passport copies, proof of employment, etc.]
2. [Additional documents, if any]

I appreciate your consideration of my application and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]