

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

U.S. Embassy [Location]
[Embassy Address]
[City, State, Zip Code]
Subject: Document Submission for [Purpose]

Dear Sir/Madam,

I am writing to submit the following documents in relation to [briefly state the purpose, e.g., visa application, passport renewal, etc.].

[List the documents being submitted]

1. Document Name
2. Document Name
3. Document Name

Please let me know if you require any additional information or if there are any further steps I need to take.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]