

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

[Immigration Office/Consulate Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Application for Dependent Visa

Dear [Immigration Officer/Consul General],

I am writing to formally apply for a dependent visa for my [relationship, e.g., spouse, child], [Dependent's Name], who is currently residing at [Dependent's Address].

I am [Your Name], a [Your Nationality] citizen, currently residing in [Country of residence] on a [Your Visa Type] visa, and I wish to bring my [relationship] to join me during my stay.

Details of my dependent are as follows:

- Full Name: [Dependent's Full Name]
- Date of Birth: [Dependent's Date of Birth]
- Relationship to Applicant: [Specify relationship]
- Passport Number: [Dependent's Passport Number]
- Nationality: [Dependent's Nationality]

Enclosed are the following documents to support this application:

1. Copy of my passport and visa
2. Marriage certificate/birth certificate (as applicable)
3. Proof of relationship
4. Bank statements/proof of financial support
5. [Any other relevant documents]

I kindly request your assistance in processing this application at your earliest convenience. Please feel free to contact me if you need any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]