

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

U.S. Citizenship and Immigration Services

[USCIS Office Address]
[City, State, Zip Code]

Subject: Family Sponsorship Petition

Dear Sir/Madam,

I am writing to submit a family sponsorship petition for my [relation, e.g., spouse, child, parent] [Full Name of Beneficiary], born on [Date of Birth], in [Place of Birth].

I am a U.S. citizen/permanent resident, and my details are as follows:

- Full Name: [Your Full Name]
- Alien Registration Number (if applicable): [Your A-Number]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]

Please find attached the required forms and supporting documents, including:

1. Form I-130, Petition for Alien Relative
2. [List other attached documents, e.g., proof of relationship, identification documents, etc.]

I kindly request your assistance in processing this petition to enable my [relation] to join me in the United States.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]