

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

USCIS

[Address of the relevant USCIS office]  
[City, State, Zip Code]

Subject: Immigration Petition for [Type of Petition, e.g., I-130, I-485]

Dear USCIS Officer,

I am writing to submit my petition for [briefly state the type of immigration petition, e.g., "my spouse," "my relative," etc.], [Name of the Beneficiary], who is currently residing in [Beneficiary's Current Location].

Enclosed, please find the following documents in support of this petition:

1. Form [Insert Form Number]
2. Filing fee
3. Proof of [Relationship, Status, etc.]
4. [Additional documents as necessary]

I have ensured that all information provided is accurate and complete to the best of my knowledge. Should you require further information or clarification, please feel free to contact me at the number or email provided above.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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