

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: [Subject of the Letter]  
[Introduction: Briefly introduce yourself and the purpose of the letter.]  
[Body: Provide detailed information, including relevant facts, personal experiences, and any supporting evidence related to your immigration case or query.]  
[Conclusion: Summarize your request, express gratitude, and provide your contact information again if necessary.]  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]