

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

[Recipient's Name]
[Recipient's Title]
[USCIS Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Family-Based Immigration Petition for [Beneficiary's Name]

I am writing to formally submit my petition for the family-based immigration of [Beneficiary's Name], who is my [relationship, e.g., spouse, child, sibling, etc.].

[Include a brief introduction about yourself and your relationship to the beneficiary, mentioning your immigration status.]

I have attached all necessary documents to support this petition, including:

- Form I-130, Petition for Alien Relative
- Proof of my U.S. citizenship/permanent resident status
- Evidence of our relationship (e.g., marriage certificate, birth certificates)
- [Include any other relevant documents]

Thank you for considering my petition. I look forward to your positive response.

Sincerely,

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