

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

[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, ZIP Code]

Dear [Embassy/Consulate Official's Name or "To Whom It May Concern"],  
Subject: Request for Family Reunion Visa

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request a family reunion visa for my [relationship, e.g., spouse, child, parent], [Family Member's Name], who is currently residing in [Country].

The purpose of this request is to reunite with my family after [mention duration of separation and reason]. [Briefly explain personal reasons for the reunion, such as emotional, health, or other relevant factors.]

Included with this letter are the necessary documents to support my application:

1. [List required documents, e.g., proof of relationship, identity documents, etc.]
2. [Additional documents if needed]

I respectfully request your assistance in facilitating this process to reunite my family as soon as possible. Should you require any further information or documentation, please do not hesitate to contact me at the above phone number or email address.

Thank you very much for considering my request. I look forward to your favorable response.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Attachment: List of documents]