

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

[Recipient's Name]  
[Recipient's Title]  
[Immigration Office or Consulate Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],  
Subject: Immigration Petition for [Child's Name]

We, [Your Names], are writing to formally request the immigration approval for our adopted child, [Child's Full Name], who is currently residing in [Country/Region]. We have completed the adoption process on [Date of Adoption] and are excited to bring our child home to [Your Country].

[Provide a brief explanation of your family background, your motivations for adoption, and any relevant details about the child.]

We have attached the following documents to support our application:

1. Adoption decree
2. Home study report
3. Financial statements
4. Identification documents
5. [Any other supporting documents]

We kindly ask for your prompt attention to this matter, as we wish to begin our life as a family in [Your Country]. Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Partner's Name]