

[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],

I am writing to formally request [explain the purpose of the letter, e.g., a visa for my parent, petition for their residency, etc.].

I am a [Your Status, e.g., U.S. citizen, lawful permanent resident] residing in [Your State]. My parent, [Parent's Name], is currently living in [Parent's Location]. Due to [briefly explain reason for the request, e.g., family reunification, health issues, etc.], I would like to bring my parent to [Country/Location].

[Provide additional details supporting your request: relationship, contribution to society, financial support if applicable, etc.]

I have attached the following documents to support my request:

1. [List of documents]
2. [List of documents]
3. [List of documents]

I sincerely hope you will consider this request favorably and assist in reuniting our family. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]