

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

[Recipient's Name]
[Recipient's Position]
[Immigration Department or Embassy Name]
[Office Address]
[City, State, ZIP Code]

Subject: Immigration Application for Dependent Relative

Dear [Recipient's Name],

I am writing to formally request immigration sponsorship for my [relationship, e.g., mother, father, sister] [Full Name], who resides in [current country of residence]. I am a [your immigration status, e.g., U.S. citizen, permanent resident] living in [your location].

[Dependent Relative's Name] is in need of my support due to [brief reason, e.g., age, health, financial dependency]. I believe that having my [relationship] with me will provide them with better care and improve their quality of life.

I hereby affirm my commitment to provide all necessary support, including financial support, to ensure their well-being. Please find attached the following documents to assist in processing this application:

- [List of attached documents, e.g., Proof of relationship, financial statements, identification, etc.]

Thank you for considering my application. I look forward to your favorable response.

Sincerely,

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