

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Immigration Office/Agency Name]
[Office Address]
[City, State, Zip Code]
Subject: Immigration Letter for Guardian
Dear Sir/Madam,

I am writing to formally request consideration for [Child's Name], who is under my guardianship as [his/her] legal guardian. My relationship to [Child's Name] is that of a [relationship, e.g., aunt, uncle, family friend, etc.], and I have been responsible for [his/her] care since [date or duration].

[Child's Name] was born on [Child's Date of Birth] in [Child's Place of Birth] and is currently [age] years old. [He/She] is seeking immigration status based on [reason for immigration, e.g., family reunification, asylum, etc.].

As [his/her] guardian, I assure you that I have the means and commitment to provide [Child's Name] with the necessary support and guidance during this process. My [list any relevant credentials, if applicable] underscores my ability to care for and advocate for [him/her].

Attached are copies of [include documents: birth certificate, guardianship papers, identification, proof of residence, etc.].

I respectfully request your assistance in expediting this immigration process for [Child's Name]. Should you need any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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