

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

U.S. Citizenship and Immigration Services
[USCIS Address]

Subject: H-4 Visa Petition for [Dependent's Full Name]

Dear Sir/Madam,

I am writing to submit a petition for an H-4 visa for my [relation, e.g., wife/husband/child], [Dependent's Full Name], who is currently residing in [Country of Residence].

Below are the details required for the H-4 visa petition:

1. **Petitioner Information**

- Full Name: [Your Full Name]
- Status: [H-1B Visa Holder]
- Visa Number: [Your Visa Number]
- Employer: [Your Employer's Name]
- Job Title: [Your Job Title]

2. **Dependent Information**

- Full Name: [Dependent's Full Name]
- Date of Birth: [Dependent's Date of Birth]
- Relationship: [Your Relationship]
- Country of Birth: [Dependent's Country of Birth]

3. **Required Documentation**

- Copy of I-797 approval notice for H-1B
- Copy of passport for [Dependent's Full Name]
- Form I-539, Application to Extend/Change Nonimmigrant Status
- Marriage certificate (if applicable)
- Birth certificate (for children)
- [Any additional documents required]

I appreciate your attention to this matter and look forward to your favorable response.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]