

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

[Lawyer's Name]
[Law Firm's Name]
[Law Firm's Address]
[City, State, Zip Code]

Dear [Lawyer's Name],

Subject: [Brief Description of Your Case or Inquiry]

I hope this letter finds you well. I am writing to seek your assistance regarding my immigration situation. [Briefly outline your situation and what specific help you need from the lawyer.]

[Include any relevant details regarding deadlines, documents, or previous communications.]

Thank you for your attention to this matter. I look forward to your guidance and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]