

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

U.S. Citizenship and Immigration Services

[USCIS Address]
[City, State, Zip Code]

Subject: Immigration Petition for [Beneficiary's Name]

Dear Sir/Madam,

I am writing to formally submit an immigration petition for
[Beneficiary's Name], who is my [relationship to you, e.g., spouse,
child, sibling].

[Provide a brief introduction about yourself and your relationship with
the beneficiary.]

[Detailed explanation of the reasons for the petition, including any
relevant information about the beneficiary's background and
qualifications.]

[Include any supporting evidence or documentation that strengthens the
case, such as financial statements, photographs, or affidavits.]

I respectfully request that you consider this petition and grant
[Beneficiary's Name] the opportunity to [explain what you are requesting,
e.g., immigrate to the U.S., adjust status].

Thank you for your attention to this matter.

Sincerely,

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