

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

[Recipient's Name]  
[Recipient's Title or Organization]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Family Reunion Immigration

I am writing to formally request assistance with the immigration process for my family reunion in the United States. I am currently a [Your Immigration Status, e.g., U.S. citizen, lawful permanent resident] residing at [Your Address].

I wish to reunite with my [relationship, e.g., spouse, children, parents] who are currently living in [Country]. Their details are as follows:

- Name: [Full Name]
- Date of Birth: [DOB]
- Relationship: [Relationship to You]
- Current Address: [Address in Country]

The separation has caused significant emotional and financial strain on my family. Our reunion is crucial for our emotional well-being and stability.

I have attached the necessary documentation, including [list of documents, e.g., proof of relationship, financial support, etc.], to support my request and demonstrate my ability to provide for my family upon their arrival in the United States.

I kindly request your assistance in facilitating this process and would appreciate any guidance on the necessary steps to move forward. Thank you for considering my request, and I look forward to your prompt response.

Sincerely,

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