

[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: Application for Green Card - [Your Name, Alien Registration  
Number (if applicable)]

Dear Sir/Madam,

I am writing to formally submit my application for a Green Card under  
[specific category, e.g., family sponsorship, employment-based, etc.]. My  
details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Country of Origin: [Your Country]
- Current Immigration Status: [Your Current Status]
- Alien Registration Number (if applicable): [Your A-Number]

I have enclosed the required forms and supporting documentation,  
including:

1. Form I-485 (Application to Register Permanent Residence or Adjust  
Status)
2. Form I-130 or Form I-140 (as applicable)
3. Form I-864 (Affidavit of Support)
4. [List any other supporting documents]

I respectfully request your prompt attention to my application. I hope to  
contribute further to [mention any relevant personal or professional  
contributions to the U.S.].

Thank you for considering my application. Please feel free to contact me  
at [your phone number] or [your email] if any further information or  
documentation is needed.

Sincerely,

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