

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Department of Homeland Security / USCIS]
[Address]
[City, State, ZIP Code]
Subject: Application for Permanent Residency - [Your Full Name]
Dear [Recipient's Name],
I am writing to formally apply for permanent residency in the United States under [specific immigration category, e.g., family-based, employment-based, etc.].
[Introduce yourself briefly and mention your current status and reason for applying.]
[Provide details of your eligibility and any supporting information regarding your qualifications, family ties, or employment.]
[Attach relevant documentation and mention them here, e.g., Form I-485, passport copies, etc.]
I appreciate your consideration of my application and look forward to your positive response.
Thank you for your time.
Sincerely,
[Your Name]
[Your Signature, if sending a hard copy]