

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Office/Agency Name]  
[Office Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for Immigration to the United States

I am writing to formally submit my application for immigration to the United States. I am seeking [specific visa type, e.g., family reunification, employment-based visa, etc.], and I believe that I meet the necessary criteria for approval.

Enclosed with this letter, please find the following supporting documents to accompany my application:

1. Completed Form [Form Number, e.g., I-130, I-485]
2. Copy of my passport
3. Birth certificate
4. Proof of relationship (if applicable, e.g., marriage certificate)
5. Employment verification letter
6. Financial supporting documents
7. [Any additional documents as necessary]

I appreciate your consideration of my application and welcome any questions or further information you may require. Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]