

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

Dear Sir/Madam,

Subject: Immigrant Visa Documentation for [Applicant's Name]

I am writing to support the immigrant visa application for [Applicant's Name], who is applying for an immigrant visa under [specific category, e.g., Family-sponsored, Employment-based, etc.].

[Applicant's Name] is my [relationship, e.g., spouse, child, sibling, etc.], and is seeking to join me in [Country Name]. We have been [describe your relationship, e.g., married for x years, related for x years].

As part of the application process, I am submitting the following documents to demonstrate our relationship and support [his/her/their] eligibility for the visa:

1. Completed Form DS-260 - Immigrant Visa Application
2. A copy of my passport and/or green card
3. Proof of relationship (e.g., marriage certificate, birth certificates)
4. [Any additional supporting document, e.g., financial support documents, employment verification letters, etc.]
5. [List any other relevant documents]

I affirm that [Applicant's Name] has fulfilled all necessary requirements as stipulated by your esteemed office. Our intention is to ensure that [he/she/they] can contribute positively to [Country Name] and be part of [community, family, etc.].

Thank you for considering this application. If further information or documentation is needed, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Relationship to the Applicant]  
[Your Job Title (if applicable)]