

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Subject: Immigrant Visa Processing for [Applicant's Full Name]

Dear [Consulate/Embassy Official's Name],

I am writing to formally request the processing of the immigrant visa application for [Applicant's Full Name], who is seeking to immigrate to the United States under the [specific visa category, e.g., family-sponsored, employment-based] category.

****Background Information:****

- ****Applicant's Full Name:**** [Applicant's Name]
- ****Date of Birth:**** [Applicant's DOB]
- ****Country of Citizenship:**** [Applicant's Country]
- ****Visa Category:**** [Type of Visa]

****Sponsorship Details:****

- ****Sponsor's Name:**** [Your Name]
- ****Relationship to Applicant:**** [Relationship]
- ****Sponsor's Immigration Status:**** [Your Status in the U.S.]

****Purpose of Immigration:****

[Provide a detailed explanation of the purpose of the applicant's immigration, including the significance of their move to the U.S. and how it affects both the applicant and the sponsor.]

****Expected Arrival Date:****

[Approximate date when the applicant intends to arrive in the U.S.]

****Supporting Documents:****

Please find enclosed the following supporting documents for your review:

1. [List of documents, e.g., Form I-130, Form I-485, financial statements, birth certificates, etc.]
2. [Additional documents if necessary]

I appreciate your attention to this matter and kindly ask for the expeditious processing of this visa application. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]