

[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 Application - [Your Full Name]

Dear Sir/Madam,

I am writing to formally submit my application for an immigrant visa. My name is [Your Full Name], and I am applying under the [specific visa category, e.g., Family-Sponsored Visa, Employment-Based Visa, etc.].

1. ****Personal Information****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Nationality: [Your Nationality]
- Current Address: [Your Current Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]

2. ****Details of the Sponsor****

- Sponsor's Full Name: [Sponsor's Full Name]
- Relationship to Applicant: [Relationship e.g., spouse, parent, employer]
- Sponsor's Address: [Sponsor's Address]
- Sponsor's Phone Number: [Sponsor's Phone Number]
- Sponsor's Email Address: [Sponsor's Email Address]

3. ****Purpose of Immigration****

I am seeking immigration because [briefly explain the reason, e.g., to join family, for work opportunities, for asylum, etc.].

4. ****Supporting Documents****

I am including the following documents to support my application:

- Completed application form (DS-260)
- Copy of passport
- Birth certificate
- Marriage certificate (if applicable)
- Proof of relationship with sponsor
- Affidavit of support from the sponsor (Form I-864)
- Employment letter (if applicable)
- Medical examination results
- Police clearance certificate

5. ****Conclusion****

I kindly request that you consider my application for an immigrant visa. I am available for an interview at your convenience and am happy to provide any additional information or documentation required. Thank you for your time and consideration.

Sincerely,

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