

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

[Recipient's Name]
[Recipient's Title]
[Department or Agency Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Immigrant Visa

I am writing to formally apply for an immigrant visa to [Country] under [specific visa category, e.g., family reunion, employment-based, etc.]. My application is submitted with the required documents outlined in your guidelines.

[Briefly introduce yourself and provide necessary details such as your current status, background, and connection to the country you are applying to.]

Enclosed with this letter, you will find the following documents to support my application:

1. [List of documents, e.g., Form I-130, passport copy, birth certificate, etc.]
2. [Any additional documents]

I respectfully request your prompt attention to my application and am hopeful for a positive outcome. Should you require any further information or clarification, please feel free to contact me at your convenience.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]