

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request assistance regarding the family-based immigrant visa application for my [relationship, e.g., spouse, child, parent], [Full Name of Immigrant], who is currently residing in [Country].

As a U.S. citizen/permanent resident, I am committed to reuniting with my family member and ensuring their successful transition to life in the United States. [Provide a brief personal story or context about the relationship and the importance of the visa.]

I have diligently completed the necessary paperwork, including [list any forms submitted, e.g., I-130, I-485], and submitted relevant documentation such as [list any supporting documents, e.g., proof of relationship, financial support evidence].

I kindly ask for your assistance in expediting the processing of this visa application, as it is crucial for [mention any pressing reasons, e.g., health issues, family emergencies, etc.].

Thank you for your attention to this matter. I look forward to your prompt response and am happy to provide any further information or documentation that may be required.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]