

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Immigration Office/Agency Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Immigration Sponsorship for My Parents

Dear [Recipient's Name],

I, [Your Name], am writing to formally sponsor my parents, [Father's Full Name] and [Mother's Full Name], for their immigration to [Country]. I am a [Your Immigration Status, e.g., U.S. citizen, permanent resident] and reside at [Your Address].

I wish to provide them with the opportunity to join me and [any other relevant family members] in [City/State], where we can share family time and support one another.

[Insert a brief paragraph about your relationship with your parents and the importance of their presence in your life.]

I am fully prepared and financially capable of supporting them during their stay, as evidenced by my [attach any supporting documents such as income statements, tax returns, etc.].

Please find attached the required documentation for the sponsorship process. Should you require any additional information, do not hesitate to contact me.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachments: List any included documents]