

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

[Immigration Office Address]
[City, State, Zip Code]

Subject: Immigration Application for My Parents

Dear [Immigration Official's Name or "To Whom It May Concern"],
I am writing to formally request the approval of the immigration application for my parents, [Mother's Full Name] and [Father's Full Name]. As a [Your Status, e.g., U.S. Citizen, Permanent Resident], I wish to have them join me in [Country] as they are an integral part of my life and well-being.

[Paragraph about your relationship with your parents, including their ages, background, and reasons for wanting them to immigrate.]

I have enclosed all required documents, including proof of my status, their birth certificates, and any necessary forms. I assure you that my parents will abide by all regulations and contribute positively to the community.

Thank you for considering this application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]