

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

[Recipient Name]
[Immigration Office/Agency Name]
[Office Address]
[City, State, Zip Code]

Subject: Request for Immigration Processing for My Parents

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request assistance with the immigration process for my parents, [Parent 1 Name] and [Parent 2 Name], who are currently residing in [Country/Location of Parents].

As a [your status, e.g., U.S. citizen or lawful permanent resident], I am eager to bring my parents to [Country] to live with me. They have been an integral part of my life, and it is important for me to support and care for them as they age.

Enclosed with this letter are the necessary documents to support their application, including:

1. Copy of my [U.S. Passport/Green Card]
2. Completed form [specific immigration form]
3. Evidence of my relationship with my parents (e.g., birth certificate, family photos)
4. [Any other relevant documents]

I would appreciate your guidance on the next steps and any additional information required for processing their application. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]