

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

[Recipient's Name]
[Recipient's Title]
[Immigration Office/Department]
[Office Address]
[City, State, ZIP Code]

Subject: Request for Immigration for My Parents

Dear [Recipient's Name],

I am writing to formally request the immigration of my parents, [Parent's Full Name] and [Parent's Full Name], to [Country Name]. I am currently residing in [Country Name] as a [Your Status, e.g., citizen, permanent resident, etc.], and I wish to bring my parents to live with me.

[Include a brief paragraph explaining your relationship and the reasons for their immigration, such as family unity, support needs, or other relevant circumstances.]

I have enclosed the necessary documentation to support this request, including:

- Proof of my legal status in [Country Name]
- Identification documents for my parents
- Evidence of our relationship (e.g., birth certificates, marriage certificates)
- Any other relevant documentation

I appreciate your attention to this matter and kindly request your assistance in facilitating their immigration process. Please let me know if there are any additional forms or information required.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]