

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Intent to File for Immigration Status

I hope this message finds you well. I am writing to formally notify you of my intent to file an immigration petition for [specific visa type, e.g., Adjustment of Status, Asylum, etc.], in accordance with [relevant immigration law or regulation].

I have gathered the necessary documentation and am in the process of compiling the required evidence to support my application. This includes [briefly list key documents, such as identification, proof of eligibility, or affidavits].

Please note that I am committed to adhering to all applicable laws and regulations throughout this process. I understand the importance of this application and will ensure that it is completed in a timely and accurate manner.

Should you require any further information or clarification, please do not hesitate to contact me at [your phone number or email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]