

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

National Visa Center
31 Rochester Ave Ste 200
Portsmouth, NH 03801-2909

Subject: Petition for [Beneficiary's Name]

Dear Sir/Madam,

I am writing to formally submit my petition for my [relationship, e.g., spouse, child, sibling] [Beneficiary's Name], who resides at [Beneficiary's Address].

I am a U.S. citizen/permanent resident, and my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- USCIS Receipt Number: [If applicable]
- A-Number: [If applicable]

[In the next paragraphs, briefly outline your relationship, the purpose of the petition, and any supporting details, such as shared experiences, intent to reside in the U.S., and any additional information pertinent to the petition.]

Enclosed with this letter are the following documents to support my petition:

1. [List of supporting documents, e.g., copy of my passport, marriage certificate, proof of income]
2. [Continue listing documents]

I am committed to supporting [Beneficiary's Name] and ensuring a smooth transition as they come to the United States. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Signature, if sending a hard copy]
[Your Title, if applicable]