

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

National Visa Center
31 Rochester Avenue, Suite 100
Portsmouth, NH 03801-2915

Subject: Visa Petition for [Beneficiary's Name] - [Case Number]

Dear Sir/Madam,

I am writing to formally submit a visa petition for my [relationship to beneficiary, e.g., spouse, child, parent], [Beneficiary's Name], in accordance with the guidelines set forth by the National Visa Center. Our case number is [Case Number].

[Briefly describe your relationship with the beneficiary, including relevant details about how and when you met, any significant milestones, etc.]

Attached to this letter, please find the required documents to support our petition, including:

1. Completed and signed Form I-130
2. Proof of my citizenship/permanent residency
3. Evidence of our relationship (photographs, correspondence, etc.)
4. Any other relevant supporting documents

I appreciate your attention to this matter and look forward to your prompt processing of our petition. Should you need any further information, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]