

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

[U.S. Citizenship and Immigration Services]
[Address of the relevant USCIS office]

Subject: NVC Petition for [Beneficiary's Name] - [Petition Type]

Dear Sir/Madam,

I am writing to submit my petition for [Beneficiary's Name], who is my [relationship to you, e.g., spouse, child, sibling]. Our case number is [Case Number].

Please find the following documents included with this petition:

1. Form I-130 (Petition for Alien Relative)
2. Proof of my citizenship/residency status
3. Evidence of our relationship (e.g., marriage certificate, birth certificate)
4. [List any additional evidence or documents]

I appreciate your attention to this request, and I look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if submitting by mail)]