

[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: Immigration Application for [Beneficiary's Name] - Case Number  
[Case Number]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally submit my application for immigration to the United States for [Beneficiary's Name].

1. **\*\*Applicant Information\*\***

- Full Name: [Full Name of Beneficiary]
- Date of Birth: [DOB]
- Country of Birth: [Country]
- Relationship to Petitioner: [Your Relationship]

2. **\*\*Petitioner Information\*\***

- Full Name: [Your Full Name]
- Date of Birth: [Your DOB]
- Country of Birth: [Your Country]
- Petition Type: [Type of Petition, e.g., I-130]

I have enclosed all relevant documents to support this application, including but not limited to:

- Copy of the approved Form I-130
- Form DS-260
- Civil documents (birth certificates, marriage certificates, etc.)
- Financial support documents (Affidavit of Support, tax returns)

I kindly request your prompt attention to this application, as it is essential for our family to be reunited. Please feel free to contact me if you require any additional information or documentation.

Thank you for your assistance.

Sincerely,

[Your Handwritten Signature (if sending a hard copy)]

[Your Printed Name]