

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[Organization/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refugee visa for myself and my family due to [briefly explain the reason for seeking asylum, such as persecution, conflict, or violence in your home country].

[Provide a detailed account of your situation, including any incidents of persecution, threats, or violence you have faced, and explain how this impacts your safety and well-being. Include any relevant details about your family members who are also seeking refugee status.]

We believe that [explain why you are seeking refuge in the specific country and how it can provide safety and a chance for a better future].

Our hope is to [mention your aspirations for the future].

Please find attached [list any supporting documents, such as identification, evidence of persecution, letters of support, etc.].

Thank you for considering our request. We are looking forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]