

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

U.S. Citizenship and Immigration Services

[USCIS Address]  
[City, State, Zip Code]

Subject: Immigration Visa Application

Dear Sir/Madam,

I am writing to formally submit my application for a U.S. immigration visa. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Country of Origin: [Your Country]
- Application Category: [Type of Visa (e.g., family, employment, etc.)]

Enclosed with this letter are the necessary documents to support my application, including:

1. Completed Form [Form Name]
2. Passport-sized photographs
3. [List other enclosed documents]

I respectfully request your consideration of my application, and I look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]