

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

UK Visas and Immigration

[Relevant Address]
[City, Postcode]

Dear Sir/Madam,

Subject: Family Visa Application for [Family Member's Name]

I am writing to formally apply for a family visa for my [relationship, e.g., spouse, child] [Family Member's Name], born on [DOB], who currently resides at [Family Member's Address].

I am a British citizen/permanent resident, residing at [Your Address] since [date]. My [relationship, e.g., spouse/child] and I wish to be reunited in the UK due to [brief reason for application, e.g., we want to live together as a family, important life event, etc.].

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

1. Completed visa application form
2. Copy of my passport/British citizenship certificate
3. Evidence of relationship (e.g., marriage certificate, birth certificate)
4. Proof of accommodation (e.g., tenancy agreement)
5. Financial documents (e.g., payslips, bank statements)
6. [Any additional documents relevant to your case]

I confirm that I have met all the requirements for the family visa and have provided true and complete information. I kindly request that you process this application at your earliest convenience.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me.

Yours sincerely,

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