

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

National Visa Center
31 Rochester Avenue, Suite 200
Portsmouth, NH 03801-2915

Subject: Immigrant Visa Application for [Applicant's Name] - Case Number
[Case Number]

Dear Sir/Madam,

I am writing to support the immigrant visa application of [Applicant's Full Name] (Date of Birth: [DOB]), who is applying for an immigrant visa to join me in the United States.

[Briefly explain your relationship with the applicant and any relevant details about the application.]

Please find enclosed the necessary documents required for the processing of this application, including:

1. [List of enclosed documents]
2. [List of enclosed documents]
3. [List of enclosed documents]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to Applicant]