

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

[Immigration Office/Consulate Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Immigration Petition for [Beneficiary's Name]

Dear [Immigration Officer/Consul's Name],

I am writing to formally submit my petition for immigration on behalf of [Beneficiary's Name], who is seeking to obtain [type of visa or immigration status, e.g., a family-based immigrant visa].

[Paragraph introducing yourself: state your relationship to the beneficiary, your immigration status, and any relevant background information.]

[Paragraph detailing the beneficiary's qualifications: include information about their personal background, education, work experience, and contributions to society.]

[Paragraph explaining the reasons for the petition: clarify why the beneficiary should be granted the requested immigration status and the impact it would have on your family or the community.]

[Closing paragraph: express gratitude for considering the application, provide your contact information for any further inquiries, and request a positive response.]

Thank you for your attention to this matter.

Sincerely,

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