

[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: Application for Waiver of [Specify Waiver Type]

Dear Sir/Madam,

I am writing to request a waiver of grounds of inadmissibility for [Name of Applicant], who is currently [relationship to you, e.g., my spouse, my child, myself]. The purpose of this letter is to outline the reasons why I believe a waiver should be granted.

[Paragraph detailing the circumstances leading to the need for a waiver, including any hardships faced, contributions to the community, or any other pertinent information.]

[Paragraph discussing the applicant's good moral character, ties to the community, and any other evidence supporting the request for a waiver.]

Enclosed with this letter, you will find the supporting documentation that provides further evidence of our situation, including [list of documents, e.g., personal statements, letters of support, financial records, etc.].

I appreciate your attention to this matter and hope for a favorable outcome. Please do not hesitate to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering this request.

Sincerely,

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