

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

[Recipient Name]
[Recipient Title]
[Recipient Organization/Institution]
[Address]
[City, State, Zip Code]

Subject: VFW Visa Petition

Dear [Recipient Name],

I am writing to formally submit a visa petition on behalf of [Beneficiary's Name], who is seeking to [briefly state the purpose of the visa, e.g., join family, work, etc.].

[In this paragraph, provide background information about the beneficiary, including their relationship to you and any relevant qualifications or experiences that support the petition.]

[In this paragraph, explain why the petition should be approved, including any supporting evidence or documentation attached.]

I appreciate your consideration of this petition and am hopeful for a favorable response. Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

Thank you for your attention to this matter.

Sincerely,

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