March X, 2022

Mr./Mrs. XXXX

Member of Congress · XXth District, California

Insert District Office Address Here

Insert District City, State and Zip Code Here

PH: (XXX) XXX-XXXX

XXXXXXXX@mail.house.gov

Dear Congressman xxx,

My Ukrainian family is seeking an emergency visa to the United State in order to escape Russia’s invasion of Ukrainian sovereign territory.

I submit this request to you humbly and with the hope of your assistance obtaining an appointment for these individuals at the American embassy in Warsaw, Poland or any alternative US embassy as the situation may require.

**1) First Name Last Name**

Date of birth:

Country of Citizenship: Ukraine

U.S. immigration status: Visa? Yes or No? Expired Visa Information?

Passport number: XXXX

Current location: Name of City, Ukraine – en route to Polish/Hungarian, Slovak border

Contact information: (XXX) XXX-XXXX; [name@internetprovider.com](mailto:name@internetprovider.com)

**2) First Name Last Name**

Date of birth:

Country of Citizenship: Ukraine

U.S. immigration status: Visa? Yes or No? Expired Visa Information?

Passport number: xxxxxxxx

Current location: Name of City, Ukraine – en route to Polish/Hungarian, Slovak border

Contact information: (XXX) XXX-XXXX; [name@internetprovider.com](mailto:name@internetprovider.com)

The U.S. citizen and relative contact information is below:

XXXXXXXX (relationship –refugee family name)

Street Address

City, State Zip Code

Phone: +1 (XXX) XXX-XXXX

[name@internetprovider.com](mailto:name@internetprovider.com)

Thank you in advance for your assistance in this matter.

Kind regards,

First Name Last Name

Constituent, XX Congressional District