

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

U.S. Department of State  
Visa Services  
600 19th Street N.W.  
Washington, D.C. 20522

Subject: Guidance Letter for Diversity Visa Application

Dear Visa Officer,

I am writing to provide guidance regarding my application for the Diversity Visa (DV) program, which I submitted on [Application Date]. I will outline important details to facilitate the review process and address any potential questions or concerns.

1. **\*\*Personal Information:\*\***

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Country of Birth: [Your Country of Birth]
- Case Number: [Your Case Number]

2. **\*\*Eligibility Criteria:\*\***

I fulfill all eligibility requirements for the Diversity Visa lottery as outlined by the U.S. Department of State, including:

- Nationality: [Specify your nationality]
- Education/Work Experience: [Brief description of your education/work history]

3. **\*\*Supporting Documents:\*\***

Enclosed with this letter are copies of the following documents:

- [List of enclosed documents such as passport copies, birth certificates, etc.]

4. **\*\*Contact Information:\*\***

I am reachable at the contact information provided above should you require further clarification or additional information regarding my application.

Thank you for considering my application for the Diversity Visa. I appreciate your attention to this matter and look forward to your favorable response.

Sincerely,

[Your Signature (if sending by mail)]  
[Your Printed Name]