

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

National Visa Center
31 Rochester Ave Suite 200
Portsmouth, NH 03801-2914

Subject: Case Number [Your Case Number] - [Your Beneficiary's Name]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to provide additional information regarding my case number [Your Case Number] for [Your Beneficiary's Name].

I would like to clarify the following points:

1. ****Background Information****:

- [Briefly describe your relationship with the beneficiary, including how long you have known each other and in what capacity.]

2. ****Supporting Documents****:

- Enclosed with this letter are the following supporting documents:
- [List documents: e.g., birth certificates, marriage certificates, proof of relationship, financial documents, etc.]

3. ****Purpose of Request****:

- [State the reason for your letter, such as a status update, additional documentation, or any particular request.]

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

- Should you require any further information or clarification regarding this case, please feel free to contact me at [your phone number] or [your email].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]