

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

National Visa Center  
31 Rochester Ave Suite 200  
Portsmouth, NH 03801-2915

Subject: NVC Application for [Your Case Type, e.g., Immigrant Visa]

Dear Sir/Madam,

I am writing to submit my application for [specific type of visa or purpose, e.g., an immigrant visa application] and to provide the necessary documentation as per your requirements.

[Include a brief introduction of your case, including your NVC case number and relevant details about your application.]

Enclosed with this letter are the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

Please let me know if you require any additional information or documentation to process my application.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]