

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

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

Subject: Immigration Petition for [Beneficiary's Name] - Case No. [Case Number]

Dear Sir/Madam,

I am writing to you in regard to my immigration petition for my [relationship to beneficiary, e.g., spouse, child] [Beneficiary's Name], whose case number is [Case Number]. I would like to provide additional information/documentation as requested.

[Briefly explain the purpose of the letter and highlight any important details related to the case, such as updates on the address, changes in status, or any supporting documents enclosed.]

Enclosed please find the following documents for your review:

1. [List of documents, e.g., copy of passport, marriage certificate, etc.]
2. [Document 2]
3. [Document 3]

We appreciate your attention to this matter and look forward to your prompt response. Should you require any further information, do not hesitate to contact me at the above-listed phone number or email address. Thank you for your assistance.

Sincerely,

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