

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

National Visa Center
31 Rochester Avenue, Suite 200
Portsmouth, NH 03801-2909

Subject: Inquiry Regarding Immigrant Visa Petition - [Your Case Number]

Dear Sir or Madam,

I hope this letter finds you well. I am writing to inquire about the status of my immigrant visa petition filed under the case number [Your Case Number].

I submitted my application on [Submission Date], and I am eager to understand its current status and any further steps that may be required on my part. As the petitioner/beneficiary, it is important for me to stay updated on the progress, particularly considering any deadlines that may be approaching.

If possible, I would appreciate any information you can provide regarding the timeline for processing or any outstanding documentation needed to move forward.

Thank you for your attention to this matter. I look forward to your prompt response.

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