

[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: Visa Application Submission - [Your Case Number]

Dear Sir/Madam,

I am writing to formally submit my visa application for [type of visa] under the case number [Your Case Number]. I have included all the required documents as outlined on your website.

Enclosed with this letter, you will find:

1. Completed visa application form (DS-XXXX)
2. Copy of my passport
3. Supporting documents (e.g., financial statements, proof of relationship, etc.)
4. Fees payment receipt

Please confirm the receipt of my application and let me know if further information is needed.

Thank you for your attention to my application. I look forward to your timely response.

Sincerely,

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