

[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: Letter of Explanation for NVC Application - [Your Case Number]

Dear Sir/Madam,

I am writing to provide additional information regarding my application for [type of visa, e.g., immigrant visa, fiance visa, etc.], referenced by case number [insert case number].

[Paragraph describing the purpose of the letter, explaining any relevant details or circumstances that may require clarification, such as discrepancies in documents, delays in response, or personal situations that affect the application.]

[Additional paragraph if necessary, providing further context or additional details relevant to the application.]

In conclusion, I appreciate your attention to my case and hope this explanation helps clarify any concerns. Please feel free to contact me at [your phone number] or [your email address] if you require further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Signature if sending a hard copy]