

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

National Visa Center

[Address of NVC]
[City, State, Zip Code]

Subject: Letter of Intent for NVC Application

Dear Sir/Madam,

I am writing to express my intent to apply for [specific visa type] through the National Visa Center. I would like to provide the necessary information regarding my application and ensure that all required documents are submitted in a timely manner.

[Explain your reason for applying and any relevant background information.]

I understand the importance of this application and have prepared the following documents to support my case:

1. [Document Name]
2. [Document Name]
3. [Document Name]

Please let me know if there are any additional documents or information required from my side. I appreciate your attention to my application and look forward to your guidance in the proceedings.

Thank you for your assistance.

Sincerely,

[Your Name]