

****NVC Letter Submission Guide Template****

****[Your Name]****

****[Your Address]****

****[City, State, Zip Code]****

****[Email Address]****

****[Phone Number]****

****[Date]****

****National Visa Center (NVC)****

****31 Rochester Ave Suite 200****

****Portsmouth, NH 03801-2909****

Dear NVC Officer,

****Subject: Submission of [Type of Letter] for Case Number: [Your Case Number]****

I am writing to submit the following document(s) in relation to my NVC case. Please find the details below:

1. ****Document Title****: [Title of Document]

- ****Description****: [Brief description of the document and its relevance to your case]

2. ****Document Title****: [Title of Document]

- ****Description****: [Brief description of the document and its relevance to your case]

[Continue the list as necessary]

****Enclosures****:

- [List of all documents included with this submission]

If you require any further information or additional documents, please do not hesitate to contact me at the provided email or phone number.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if submitting by mail)]

****Note****: Please ensure all documents are complete and accurately labeled before submission.