

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

U.S. Citizenship and Immigration Services

[USCIS Office Address]
[City, State, Zip Code]

Subject: NVC Application Cover Letter

Dear Sir/Madam,

I am writing to submit my National Visa Center (NVC) application for a [specific type of visa, e.g., immigrant visa, family-sponsored visa] as the petitioner for my [relationship to the applicant, e.g., spouse, child, parent].

I have included the necessary documents to support my application, which are as follows:

1. [Document Name, e.g., Form I-130 approval notice]
2. [Document Name, e.g., Affidavit of Support (Form I-864)]
3. [Document Name, e.g., civil documents]
4. [Additional documents, if any]

My case number is [Case Number], and I have ensured that all information provided is accurate and complete. I kindly request that you process my application at your earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me if you require any further information or clarification.

Sincerely,

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