

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

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

Subject: NVC Application for Immigration

Dear Sir/Madam,

I am writing to formally submit my application for immigration to the United States under the National Visa Center (NVC) processing. My details are as follows:

Petitioner Information:

- Name: [Petitioner's Name]
- Date of Birth: [Petitioner's DOB]
- USCIS Receipt Number: [Receipt Number]

Beneficiary Information:

- Name: [Beneficiary's Name]
- Date of Birth: [Beneficiary's DOB]
- Country of Birth: [Beneficiary's Country]

I have attached the necessary documents to support my application, including:

1. Completed Form DS-260
2. Copy of the approved I-130 petition
3. Civil documents (birth certificate, marriage certificate, etc.)
4. Passport copies
5. Financial support evidence (Form I-864)

Please do not hesitate to contact me if you require any further information or additional documents. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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