

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

U.S. Citizenship and Immigration Services

[USCIS Address]
[City, State, ZIP Code]

Subject: Response to NVC Application - Case Number: [Your Case Number]

Dear [NVC Contact's Name or "Sir/Madam"],

I am writing to respond to the notification dated [Date of Notification] regarding my NVC application for [specific visa type or purpose]. Please find the requested information and documents attached for your review.

1. ****Applicant Information****:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Case Number: [Your Case Number]

2. ****Details of Submission****:

- [Document/List of Documents Attached]
- [Any required forms or additional information]

I appreciate your attention to this matter and look forward to your prompt response regarding the status of my application. Should you require any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

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