

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

National Visa Center  
31 Rochester Avenue, Suite 200  
Portsmouth, NH 03801-2915

Subject: Document Request for Immigrant Visa Case [Your Case Number]

Dear Sir/Madam,

I hope this letter finds you well.

I am writing regarding my immigrant visa application associated with case number [Your Case Number]. I would like to request the following documents as part of the requirements for processing my case:

1. [List the specific documents you are requesting]
2. [Additional document, if any]
3. [Additional document, if any]

Please let me know if there are any forms, fees, or further information required to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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