

[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: Request for NVC Processing Status - [Case Number]

Dear Sir/Madam,

I am writing to inquire about the processing status of my visa application with the National Visa Center. My case number is [insert case number].

I have submitted all required documents and fees as instructed, and I would like to confirm that everything is in order to proceed with my application.

Please let me know if there are any outstanding items or if further information is needed from my side. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

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