

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

[National Visa Center]
[Address of NVC]
[City, State, Zip Code]

Subject: Request for Visa Interview Appointment - [Your Case Number]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request the scheduling of my visa interview for [type of visa, e.g., immigrant visa, K-1 visa], with the case number [your case number].

I am aware that the NVC has received all the required documents, and I have completed all necessary steps in the visa processing. I kindly ask for an appointment for my visa interview, as I am eager to proceed with my immigration process.

Personal details for reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Beneficiary's Name (if applicable): [Beneficiary Name]
- Relationship to Beneficiary: [Your Relationship]

Attached to this letter, you will find copies of all relevant documents, including:

1. Complete DS-260 Confirmation Page
2. Receipt of Payment for the Visa Application Fee
3. Affidavit of Support (Form I-864)
4. Civil Documents (e.g., birth certificates, marriage certificates)

I understand the importance of timely processing and am available for an interview at your earliest convenience. Please let me know if you require any additional information or documents.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Enclosures: list documents]