

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

National Visa Center
31 Rochester Ave Suite 200
Portsmouth, NH 03801-2909

Subject: Request for Immigrant Visa Interview Appointment

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request an appointment for my immigrant visa interview regarding my application, case number

[Insert Case Number].

I am a [Your Nationality] citizen seeking to immigrate to the United States under the [Specify Visa Category, e.g., Family-Sponsored, Employment-Based, etc.]. I have completed all the necessary documentation and submitted the required fees as per the instructions provided by the National Visa Center.

Please find enclosed copies of the following documents for your reference:

1. Form I-130 approval notice
2. Form DS-260 confirmation page
3. Payment receipt for visa fees
4. Copy of my passport

I kindly ask for your assistance in scheduling my interview at the appropriate U.S. Embassy or Consulate. If further information or documentation is required, please do not hesitate to contact me at the above email or phone number.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Petitioner, if applicable]