

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

National Visa Center  
32 Rochester Avenue, Suite 200  
Portsmouth, NH 03801-2909  
Subject: Submission of Documents for NVC Interview  
Dear Sir/Madam,

I hope this letter finds you well.

I am writing to formally submit the required documents for my upcoming NVC interview, scheduled for [insert interview date]. My case number is [insert case number], and I am the petitioner of [insert beneficiary's name and relationship].

Attached to this letter, you will find the following documents:

1. [Document Name 1]
2. [Document Name 2]
3. [Document Name 3]
4. [Additional documents as necessary]

Please confirm the receipt of these documents at your earliest convenience. Should you require any further information or additional documents, do not hesitate to contact me at the above phone number or email address.

Thank you for your attention to this matter.

Sincerely,

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