

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

National Visa Center

[Address of NVC]
[City, State, ZIP Code]

Subject: Letter of Explanation for NVC Interview

Dear Sir/Madam,

I am writing to provide an explanation regarding my situation in relation to my upcoming NVC interview scheduled for [date of interview].

[Briefly describe your situation, including any relevant details such as reasons for delays, missing documents, or other circumstances affecting your case.]

I understand the importance of providing complete and accurate information and apologize for any inconvenience this may have caused. I have taken steps to address the issues outlined above by [mention any corrective measures, document submissions, or changes made].

Please find attached [mention any supporting documents, if applicable] to assist in clarifying my circumstances.

Thank you for your understanding and consideration. I look forward to your response and to resolving this matter promptly.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Case Number]