

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, ZIP Code]

Dear [Consular Officer's Name],

Subject: Letter of Intent for NVC Interview - Case No: [Your Case Number]

I hope this letter finds you well. My name is [Your Name], and I am writing to express my intention to attend the upcoming National Visa Center (NVC) interview scheduled for [Date of the Interview].

I am applying for [type of visa, e.g., immigrant visa], on behalf of [myself/ my spouse/ my child, etc.], and our case number is [Case Number]. I wish to confirm my attendance and assure you that I will provide all the necessary documentation as required for the interview process.

I appreciate your attention to this matter and look forward to discussing our case further. Should you require any additional information or documentation prior to the interview, please do not hesitate to reach out to me.

Thank you for your time and consideration.

Sincerely,

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