

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

[Consulate or Embassy Name]
[Consulate or Embassy Address]
[City, State, Zip Code]

Subject: NVC Interview Appointment Notification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm my upcoming interview scheduled for [Date] at [Time] regarding my immigrant visa application ([Case Number]).

Here are the details of my application:

- Full Name: [Your Full Name]
- DOB: [Your Date of Birth]
- Nationality: [Your Nationality]
- Case Number: [Your Case Number]
- Interview Location: [Consulate/Embassy Name and Address]

I have prepared all necessary documents as per the guidelines provided by the National Visa Center, including:

1. Valid passport
2. Completed DS-260 form
3. [Other required documents]

Should there be any changes to my interview schedule or if additional information is required, please let me know at your earliest convenience.

Thank you for your attention to my application. I look forward to the interview and appreciate your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]