

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

U.S. Department of State  
National Visa Center  
31 Rochester Avenue, Suite 200  
Portsmouth, NH 03801-2915

Subject: NVC Interview Appointment Request for [Applicant's Full Name]  
Case Number: [Your Case Number]  
Beneficiary: [Beneficiary's Full Name]

Dear Sir/Madam,

I am writing to formally request the scheduling of an interview appointment for the visa application of [Applicant's Full Name]. Below are the details pertinent to the case:

- \*\*Applicant's Full Name:\*\* [Applicant's Full Name]
- \*\*Date of Birth:\*\* [Date of Birth]
- \*\*Country of Birth:\*\* [Country]
- \*\*Case Number:\*\* [Your Case Number]
- \*\*Visa Category:\*\* [Visa Category]

Please let me know if any additional documents or information are required to facilitate the interview scheduling process.

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

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Relationship to Applicant]