

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

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

Subject: Request for NVC Interview Appointment

Dear [Consular Officer's Name or "Sir/Madam"],
I hope this letter finds you well. I am writing to request an interview appointment regarding my application for [specify visa type, e.g., Immigrant Visa, K-1 Fiance Visa]. My case number is [insert case number]. I have completed all necessary paperwork and my application is ready for review. I understand that the National Visa Center (NVC) schedules interviews upon completion of the processing steps. I kindly request that you provide me with information regarding the scheduling of my interview. Furthermore, please inform me of any additional documents or steps that may be required on my part to facilitate this process.
Thank you for your attention to my request. I look forward to your prompt response.

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