

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[National Visa Center]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm my upcoming NVC interview scheduled for [Date of Interview] regarding my visa application (Case Number: [Your Case Number]). I am prepared to provide all necessary documentation and answer any questions the consular officer may have.

I have reviewed the required documents and will bring the following items to the interview:

1. Valid passport
2. Completed DS-260 form
3. Civil documents (birth certificate, marriage certificate, etc.)
4. Financial support evidence (Form I-864, tax returns)
5. Any additional documents required for my specific case

I appreciate the opportunity for this interview and look forward to discussing my application. Thank you for your attention to this matter.

Sincerely,
[Your Name]