

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]  
Subject: NVC Interview Preparation

Dear [Consulate/Embassy Staff],  
I hope this letter finds you well. I am writing to prepare for my upcoming NVC interview scheduled for [Date of Interview] regarding my immigration application [insert case number or pertinent details here]. To ensure a smooth interview process, I have gathered the required documents, which include:

1. Valid passport
2. Form DS-260 confirmation page
3. Visa fee receipt
4. Civil documents (birth certificate, marriage certificate, police clearance, etc.)
5. Financial supporting documents (Form I-864, tax returns, etc.)

I am aware of the importance of being prepared for the interview and would appreciate any additional information or guidance you may provide regarding the process.

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

Sincerely,

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