

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

National Visa Center
31 Rochester Avenue, Suite 200
Portsmouth, NH 03801-2909

Subject: Visa Application for [Beneficiary's Name] - Case No: [Case Number]

Dear Sir/Madam,

I am writing to formally submit my visa application for [Beneficiary's Name], who is applying for an immigrant visa under [specific visa category, e.g., IR-1, CR-1, F-2A].

Enclosed please find the necessary documents supporting our application:

1. Form I-130 Approval Notice
2. Form DS-260 Confirmation Page
3. Copy of [Beneficiary's Name]'s Passport
4. [Additional documents]

We appreciate your assistance in processing this application and look forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature] (if sending by mail)