

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

National Visa Center  
31 Rochester Ave. Suite 200  
Portsmouth, NH 03801-2909  
Subject: NVC Case Number [Your Case Number]

Dear Sir/Madam,

I am writing to provide [brief reason for the letter, e.g., additional documents, information, inquiries regarding the visa application]. My case number is [Your Case Number], and it pertains to [Your Name, Your Relationship to the Petitioner, type of visa].

[Explain the purpose of your letter in detail. Include any specific information or documents you are submitting, if applicable.]

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Relationship to the Petitioner]