

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

National Visa Center  
31 Rochester Ave. Suite 200  
Portsmouth, NH 03801-2915

Subject: Inquiry Regarding Visa Delay - [Your Case Number]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about the status of my visa application, which has been pending since [Date of Submission]. My case number is [Your Case Number].

I understand that processing times can vary, but it has been [duration of delay] since my application was submitted, and I have not received any updates. I would appreciate any information you could provide regarding the current status of my application and any potential delays that may be affecting its processing.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]