

[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: Submission of Visa Documents for [Beneficiary's Full Name]

Dear Sir/Madam,

I am writing to submit the required documentation for the visa application of [Beneficiary's Full Name], who is my [relationship to the beneficiary, e.g., spouse, child, etc.].

Enclosed, please find the following documents:

1. Form I-864 Affidavit of Support
2. Form DS-260 Immigrant Visa Application
3. Copy of [Beneficiary's] passport biographic page
4. [Any additional documents, e.g., birth certificates, marriage certificate, police clearance, etc.]

I kindly request you to process these documents at your earliest convenience. If any additional information or documents are required, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

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