

[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: Visa Application Explanation for [Applicant's Full Name]

Dear Sir/Madam,

I am writing to provide an explanation regarding the visa application of [Applicant's Full Name], case number [Case Number].

[Provide a brief introduction about the applicant, including their relationship to you and the purpose of their visit to the U.S.]

[Explain any relevant details about the application, such as reasons for delays, additional documentation, or unique circumstances involving the applicant.]

[Include any necessary information to support the application, such as ties to their home country, financial support, or plans during their stay in the U.S.]

I trust that this letter clarifies the situation regarding [Applicant's Full Name]'s visa application. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to Applicant]