

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

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

Subject: Visa Interview Appointment Confirmation - [Your Case Number]

Dear NVC Officer,

I hope this letter finds you well. I am writing to confirm my upcoming visa interview appointment scheduled for [Date of Interview] regarding my application for [Type of Visa, e.g., immigrant visa]. My case number is [Your Case Number].

Please find enclosed the necessary documents for your review:

1. [List of enclosed documents, e.g., passport copy, appointment confirmation, DS-260 confirmation, etc.]
2. [Additional documents, if any]

I appreciate your assistance in processing my application and look forward to the opportunity for an interview. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

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