

[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 Visa Notice for [Case Number]

Dear Sir/Madam,

I am writing to inquire about the status of my visa application with the National Visa Center (NVC). My case number is [Case Number], and the principal applicant is [Applicant's Name].

I would like to confirm the receipt of the documents submitted and any further actions needed on my part. Please provide any updates regarding the processing timeline and the next steps.

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)]