

[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: NVC Visa Processing for [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 processed through the National Visa Center. My case number is [Case Number], and it pertains to [brief description of the visa type, e.g., Immigrant visa for [Applicant's Name]].  
[Provide any specific details or inquiries regarding the visa processing, including any required documents submitted, recent updates, or issues faced.]

I appreciate your assistance in this matter and look forward to your prompt response. Thank you for your attention to my inquiry.

Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]