

[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: Response to NVC Visa Inquiry

Dear Sir/Madam,

I am writing in response to the recent inquiry regarding my visa application (Case Number: [Your Case Number]).

[Here, you can provide specific details pertaining to the inquiry, such as the documents requested, clarifications needed, etc.]

I have attached the following documentation for your review:

1. [Document 1]
2. [Document 2]
3. [Document 3]

Please let me know if further information is required. Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hardcopy)]

[Your Relationship to the Applicant (if applicable)]