

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

National Visa Center
31 Rochester Ave Ste 200
Portsmouth, NH 03801-2915

Subject: Visa Application Submission - [Your Case Number]

Dear Sir/Madam,

I am writing to formally submit my visa application and the required documents for the case number [Your Case Number]. Below is a summary of the documents enclosed with this letter:

1. Form DS-260 - Immigrant Visa Application
2. Finances and Affidavit of Support - Form I-864
3. Civil Documents (e.g., birth certificate, marriage certificate)
4. Passport copies
5. Two passport-size photographs
6. [Any additional documents]

I kindly request you to process my application at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

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]