

[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: Inquiry Regarding NVC Case Status  
NVC Case Number: [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 under the National Visa Center (NVC). My case number is [Your Case Number], and it is for [type of visa: e.g., immigrant visa, family reunification, etc.].

I submitted my application on [date of submission], and I would like to request an update on its current status. I understand that processing times can vary, but I would greatly appreciate any information you can provide, including estimated timelines or any additional documentation required from my side.

The details associated with my case are as follows:

- Petitioner Name: [Petitioner's Full Name]
- Beneficiary Name: [Beneficiary's Full Name]
- Date of Birth: [Beneficiary's Date of Birth]
- Relationship: [Your Relationship to Beneficiary]

If there are any issues or concerns with my application, please let me know how I can assist in resolving them.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Relationship to the Applicant]