

[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: Submission of NVC Documentation for [Your Case Number]

Dear Sir/Madam,

I am writing to submit the required documentation for my immigrant visa application, case number [Your Case Number]. Enclosed please find the following documents:

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

Please confirm receipt of these documents at your earliest convenience.

If any additional information is needed, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]