

[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: Request for Case Assistance for NVC Case No. [Your Case Number]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to seek assistance regarding my case, referenced as NVC Case No. [Your Case Number], which was filed on [Filing Date].

[Briefly explain the purpose of your application, such as family reunification, employment-based visa, etc., and your current situation regarding the application.]

[Specify any issues or delays you are experiencing with your case, including dates and any communication you've had with the NVC or related agencies.]

[If applicable, provide a list of documents you have submitted and any that may still be required.]

[State a clear request for what you need assistance with, whether it's information, speeding up the process, or clarification on requirements.]

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

Sincerely,

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