

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

[Recipient Name]  
[U.S. Citizenship and Immigration Services]  
[NVC Address]  
[City, State, Zip Code]

Subject: Follow-Up on NVC Case [Your Case Number]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to follow up on my NVC case numbered [Your Case Number], submitted on [Submission Date].

As of today, I have not received any updates regarding the status of my case. I kindly request any information you can provide about the current status and any required actions from my side to facilitate the processing of my application.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]