

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

U.S. Department of State
National Visa Center
31 Rochester Ave, Suite 200
Portsmouth, NH 03801-2909
Subject: Case Number [Your Case Number]

Dear Sir/Madam,

I am writing to inquire about the status of my visa application. My case number is [Your Case Number], and the applicant's name is [Applicant's Full Name].

[Briefly explain your inquiry or request, e.g., request for information, status update, etc.]

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]
[Optional: Additional contact information]