

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

[Recipient Name]
[Embassy or Consulate Name]
[Address]
[City, State, Zip Code]

Subject: NVC Case Inquiry - [Your Case Number]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the status of my NVC case, [Your Case Number], which was submitted on [Submission Date].

[Briefly explain your situation, any important details about the case, and any specific questions you have.]

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Case Number]