

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Subject: NVC Case Statement for [Beneficiary's Name] - Case No. [Case Number]

Dear Consular Officer,

I hope this letter finds you in good health. I am writing to provide clarity and further information regarding the NVC case for my [relationship, e.g., spouse, child] [Beneficiary's Name], whose case number is [Case Number].

1. ****Background Information****

Briefly describe the relationship and circumstances leading to the application (e.g., when and how you met, marriage details, etc.).

2. ****Supporting Documents****

List and attach relevant documents that support the case (e.g., marriage certificate, birth certificates, photos, etc.).

3. ****Case Updates****

Include any relevant updates or changes in circumstances since the initial application (e.g., address changes, additional evidence).

4. ****Conclusion****

Reaffirm your commitment to the process and express your hope for a positive outcome. Encourage the review of attached documents. Thank you for your attention to this matter. Should you require any further information or additional documents, please do not hesitate to contact me.

Sincerely,

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