

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

[Recipient's Name]
[National Visa Center]
31 Rochester Ave, Suite 200
Portsmouth, NH 03801

Dear [Recipient's Name],
I hope this letter finds you well. I am writing to formally request the expedited processing of my visa application currently under review at the National Visa Center (NVC), with case number [Case Number].
[Briefly explain your situation and why expedited processing is necessary, including any personal, professional, or humanitarian reasons. Mention any specific deadlines or circumstances that support your request.]

I understand the high volume of applications the NVC manages and truly appreciate the diligence and dedication of your team. I assure you that my request is made in genuine urgency, and I am prepared to provide any additional documentation or information necessary to support my case. Thank you very much for considering my request. I am hopeful for a favorable response and look forward to your prompt attention to this matter.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]