

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

National Visa Center
31 Rochester Ave Suite 200
Portsmouth, NH 03801-2915

Subject: [Brief Description of the Matter, e.g., Inquiry on Visa
Application Status]

Dear Sir/Madam,

I hope this letter finds you well. My name is [Your Name], and I am
writing to inquire about the status of my visa application (Case Number:
[Your Case Number]).

I submitted my application on [Submission Date] and would greatly
appreciate any updates you might have regarding its progress.
Please let me know if there are any additional documents or information
required from my side to facilitate the processing of my application.
Thank you for your time and assistance. I look forward to your prompt
response.

Sincerely,

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