

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

[Recipient's Name]
[National Visa Center]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit my application for the [Job Title] position at the National Visa Center (NVC). I have attached my resume and cover letter for your review.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]