

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

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

Subject: NVC Application for [Applicant's Name] - Case Number: [Case Number]

Dear Sir/Madam,

I am writing to formally submit my application for [specific type of visa, e.g., Immigrant Visa] on behalf of [Applicant's Name]. This letter serves to provide a comprehensive overview of the application and supporting documentation as required by the National Visa Center.

****1. Applicant Information:****

- Full Name of Applicant: [Applicant's Full Name]
- Date of Birth: [Date of Birth]
- Country of Birth: [Country of Birth]
- Current Address: [Applicant's Current Address]

****2. Petitioner Information:****

- Full Name of Petitioner: [Your Full Name]
- Relationship to Applicant: [e.g., Spouse, Parent, Sibling]
- Petitioner's Address: [Your Address]

****3. Purpose of Application:****

[Clearly state the purpose of the application, e.g., to reunite with family members, employment opportunity, etc.]

****4. Supporting Documents Included:****

- Form I-130 (Petition for Alien Relative)
- Form I-864 (Affidavit of Support)
- Copy of Petitioner's [specific documents, e.g., tax returns, employment verification]
- Copy of Applicant's [specific documents, e.g., passport, birth certificate]
- [List any additional documents]

****5. Application Payment Confirmation:****

Enclosed is the payment receipt for the visa application fee, as instructed on the NVC website.

****6. Additional Notes:****

[Include any other pertinent information or context that may support the application.]

I appreciate your attention to this matter and kindly request you to process this application at your earliest convenience. Should you require any further information or additional documentation, please do not hesitate to contact me at [your phone number] or [your email address]. Thank you for your consideration.

Sincerely,

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