

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

National Visa Center
31 Rochester Ave, Suite 200
Portsmouth, NH 03801-2914
Subject: NVC Application Submission

Dear Sir/Madam,

I am writing to submit my application and supporting documents for the [specific visa category, e.g., immigrant visa] under case number [case number]. Please find enclosed the required forms and documentation as outlined in your guidelines.

Thank you for your attention to this matter. I look forward to your prompt processing of my application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your A-Number (if applicable)]