

[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: Submission of Documents for [Your Case Number]

Dear Sir/Madam,  
I hope this letter finds you well.  
I am writing to submit the required documents for my immigrant visa application, case number [Your Case Number]. Enclosed, you will find the following documents:

1. [Document 1]
2. [Document 2]
3. [Document 3]
4. [Document 4]

Please confirm receipt of these documents at your earliest convenience.  
If there are any additional documents or information needed, do not hesitate to contact me.

Thank you for your attention to my application.

Sincerely,

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