

[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: NVC Application Requirements Inquiry

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about the specific requirements and documentation necessary for my upcoming NVC application. My case number is [Case Number], and it pertains to [briefly explain the purpose of your application, e.g., family reunification, employment-based visa, etc.].

I would greatly appreciate it if you could provide detailed information regarding the following:

1. List of required documents
2. Submission guidelines and fees
3. Timelines for processing
4. Any additional information pertinent to my case

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

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