

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

National Visa Center
31 Rochester Ave Suite 200
Portsmouth, NH 03801-2909

Subject: Request for NVC Case Processing for [Your Full Name]

Dear Sir/Madam,

I am writing to request the processing of my visa case with the National Visa Center. Below, please find the necessary details for my case:

- **Petitioner Name:** [Petitioner's Full Name]
- **Beneficiary Name:** [Beneficiary's Full Name]
- **NVC Case Number:** [Your NVC Case Number]
- **Date of Birth of Beneficiary:** [Beneficiary's Date of Birth]
- **Type of Visa:** [Type of Visa, e.g., IR1, CR1, etc.]

I have submitted all required documentation and fees associated with my case. Please let me know if any further information is needed or if there are any updates regarding my case status.

Thank you for your assistance.

Sincerely,

[Your Full Name]
[Your Signature (if sending a hard copy)]
[Your Relationship to the Beneficiary]