

[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 Process - [Your Case Number]

Dear Sir/Madam,

I am writing to inquire about the National Visa Center (NVC) application process for my visa application. My case number is [insert your case number].

[Briefly explain your reason for writing, e.g., requesting status updates, asking for processing times, etc.]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Full Name]

[Your Signature (if sending a hard copy)]