

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

[Recipient Name]
[Recipient Title]
[National Visa Center]
[Address]
[City, State, Zip Code]

Subject: NVC Application - [Your Case Number/Applicant's Name]

Dear [Recipient Name/To Whom It May Concern],

I hope this letter finds you well. My name is [Your Name] and I am writing to provide information regarding my application with the National Visa Center (NVC), case number [Insert Case Number].

I would like to address the following points:

1. [Briefly outline the first point or issue you are addressing]
2. [Describe any additional information or documentation you are providing]
3. [Mention any related queries or requests for clarification, if necessary]

Please find attached the relevant documents for your review:

- [List any documents you are including, e.g., copies of forms, identification, etc.]

Thank you for your attention to my application. I look forward to your prompt response regarding any further steps needed.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to Applicant (if applicable)]