

****NVC Application Letter Template****

[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 Case Number [Your Case Number] - Application for Visa

Dear Sir/Madam,

I am writing to formally submit my application for a visa through the National Visa Center concerning my case number, [Your Case Number].

****Introduction****

- Briefly introduce yourself and state the purpose of your letter.
- Include information about your sponsor if applicable.

****Application Details****

- Clearly list the type of visa you are applying for (e.g., immigrant, non-immigrant).
- Mention any relevant dates (submission dates, expected interview dates).

****Supporting Documents****

- List the documents you are enclosing with the letter (Form I-864, Form DS-260, passport copies, etc.).
- Mention any documents submitted previously, if necessary.

****Conclusion****

- Express your gratitude for their attention to your application.
- Provide your contact information again for follow-up.

Thank you for your time and consideration. I look forward to your favorable reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Case Number]

****Tips****

- Use a professional tone.
- Keep it concise and to the point.
- Proofread for spelling and grammatical errors.
- Include a return address.
- Make copies of your application and documents before sending.