

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[U.S. Embassy or Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]
Subject: NVC Immigration Application for [Beneficiary's Name] - [Case Number]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to submit my application for immigration under the National Visa Center (NVC) for my [relationship to beneficiary, e.g., spouse, child], [Beneficiary's Full Name], whose case number is [Case Number].

[Briefly state your purpose for submitting the application, including any important details or context.]

Enclosed with this letter, please find the following documents:

1. [Document 1 - name/description]
2. [Document 2 - name/description]
3. [Document 3 - name/description]

I appreciate your attention to this matter and am hopeful for a favorable response. Should you require any further information or additional documentation, please do not hesitate to contact me at [your phone number or email address].

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]