

[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 for [Your Visa Type / Case Number]

Dear NVC Officer,

I hope this letter finds you well. My name is [Your Name], and I am writing to submit my application for the [specific visa type, e.g., Immigrant Visa] under case number [Case Number].

I have included the following documents with this letter:

1. [Document 1: e.g., Form DS-260]
2. [Document 2: e.g., Civil documents]
3. [Document 3: e.g., Financial support evidence]
4. [Additional documents as necessary]

I understand the importance of providing accurate and complete information, and I have ensured that all documents are correctly filled out and supported by the necessary evidence.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information or clarification regarding my application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[If applicable, your relationship to the petitioner, e.g., beneficiary]