

[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

Dear Sir/Madam,

Subject: NVC Application for [Your Application Type/Case Number]

I am writing to formally submit my application for [specific application type, e.g., immigrant visa]. My case number is [insert case number].

[Briefly introduce yourself and provide necessary details about your background, including your relationship to the petitioner if applicable.]

I have included all required documentation as per the guidelines provided by the National Visa Center, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

...[Add additional documents as necessary]

Please do not hesitate to contact me at [your phone number] or [your email address] should you require any further information or clarification regarding my application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]