

[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 Submission - [Your Case Number]

Dear Sir/Madam,

Step 1: Gather Required Documents

- [List of documents you are including, e.g., DS-260, Affidavit of Support, Civil Documents]

Step 2: Complete Application Forms

- [Specify forms you have filled out, e.g., DS-260, I-864]

Step 3: Payment of Fees

- [Mention the fees paid and the payment method]

Step 4: Organize Documents

- [Explain how you have organized your document submission, e.g., labeled files, a cover letter included]

Step 5: Send Application Package

- [Provide details about how and when you sent your application, e.g., via USPS priority mail]

Step 6: Confirmation

- [Mention that you are seeking confirmation of receipt]

Thank you for your attention to this matter. I look forward to hearing from you soon regarding the status of my application.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Case Number]