

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

U.S. Department of State
National Visa Center
31 Rochester Avenue, Suite 200
Portsmouth, NH 03801-2909
Subject: Explanation Letter for NVC Application
Dear Sir/Madam,

I am writing to provide additional information regarding my NVC application (Case Number: [Your Case Number]).

[Introduce yourself briefly: your name, relationship to the petitioner, and the purpose of the application.]

[Explain any specific circumstances or issues that need clarification in your application, such as discrepancies in documentation, changes in personal circumstances, or any other relevant details.]

[Provide supporting details and context, clarifying the situation and why you are submitting this explanation. Include any references to specific documents or forms where necessary.]

[Reassure the reader of your compliance with the application requirements and express your commitment to following through with all necessary processes.]

Thank you for your time and consideration. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification.

Sincerely,

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