

****Template Example: Common Mistakes in NVC Case Letters****

[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: Common Mistakes in NVC Case Letters

Dear NVC Officer,

I am writing to address some common mistakes often found in case letters sent to the National Visa Center (NVC) that may lead to processing delays. Here are the key areas where applicants frequently err:

1. ****Incomplete Information****

Ensure all fields are filled out accurately, including names, dates of birth, and case numbers. Incomplete forms can cause significant delays.

2. ****Incorrect Case Number****

Always verify the NVC case number. Using an incorrect number will result in misdirected correspondence.

3. ****Missing Signatures****

A lack of required signatures on forms leads to automatic rejections. Ensure every document is signed where necessary.

4. ****Improper Document Submission****

Sending the wrong documents or omitting necessary ones is a frequent issue. Double-check the document checklist provided by the NVC.

5. ****Failure to Update Personal Information****

If there are any changes to marital status, address, or contact details, notify the NVC immediately to avoid complications.

6. ****Language and Clarity Issues****

Letters that are poorly written can be misinterpreted. Write clearly and concisely to convey your message effectively.

7. ****Ignoring Guidance Provided by NVC****

Not adhering to the instructions given in previous correspondence from the NVC can result in errors. Always follow these guidelines carefully. Thank you for taking the time to consider these common mistakes. By being aware of them, applicants can help make the process smoother for all parties involved.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]
