

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

National Visa Center  
31 Rochester Ave Suite 200  
Portsmouth, NH 03801-2909

Subject: NVC Submission for [Your Case Number/Applicant's Name]

Dear Sir/Madam,

I am writing to submit required documents for [Applicant's Name, Case Number] as per the notification received. Attached are the following documents:

1. [Document 1 Name]
2. [Document 2 Name]
3. [Additional Documents if necessary]

Please confirm receipt of these documents. If further information is required, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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