

[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 Case Number or Applicant's Name]

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to you regarding my NVC case, [NVC Case Number], for [Applicant's Name]. I would like to provide [specific information or request].

[Body of the letter, detailing your situation, including any required documents, and any deadlines relevant to your case. Be as clear and concise as possible.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Applicant]