

[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: [Insert Subject Here]

Dear Sir/Madam,

I hope this letter finds you well. My name is [Your Full Name], and I am writing to you regarding my NVC case number [Insert Case Number Here].

[Explain the purpose of your letter or the specific issue you are addressing. Be clear and concise, providing necessary details related to your case.]

I kindly request your assistance with [specific request or action you need from the NVC]. I have enclosed [mention any documents you are including, if applicable] that support my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Petition]