

[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: [Subject of the letter, e.g., "NVC Case Update," "Request for Information," etc.]

Dear Sir/Madam,

I hope this letter finds you well.

[Paragraph 1: Introduce yourself and your relationship to the case, including relevant case number and applicant details.]

[Paragraph 2: State the purpose of your letter clearly, whether it's a request for information, submission of documents, or clarification of a situation.]

[Paragraph 3: Provide any supporting details or additional information that may be relevant to your case.]

[Paragraph 4: Express gratitude for their attention to your letter, and indicate any next steps you expect, if applicable.]

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]