

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

National Visa Center  
31 Rochester Avenue, Suite 200  
Portsmouth, NH 03801-2915  
Subject: Immigration Case - [Your Case Number]

Dear Sir/Madam,

I am writing to formally address my immigration case associated with the National Visa Center. My case number is [Your Case Number], and it pertains to [briefly describe the purpose of your immigration, e.g., family reunion, employment, etc.].

I would like to provide the following information and updates regarding my application:

1. **\*\*Applicant's Name\*\***: [Full Name]
2. **\*\*Petitioner's Name\*\***: [Full Name]
3. **\*\*Relationship\*\***: [Briefly describe the relationship, e.g., spouse, child, etc.]
4. **\*\*Current Status\*\***: [Outline current status, e.g., pending, additional documents submitted, etc.]

[Include any additional relevant information, documents requested, or updates on your situation.]

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Immigration Case Reference Number]