

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

[Recipient Name]
[National Visa Center]
[Address of NVC]
[City, State, Zip Code]

Dear [Recipient Name or "Sir/Madam"],

Subject: NVC Application for [Type of Visa/Post]

I hope this letter finds you well. I am writing to inform you of my application for [specific visa type, e.g., Family Sponsorship, Employment-Based Visa] submitted on [date of submission] and provide any necessary documentation to assist in the processing of my case.

1. **Applicant Information:**

- Name: [Full Name]
- Date of Birth: [MM/DD/YYYY]
- Case Number: [Your NVC Case Number]

2. **Petitioner Information:**

- Name: [Full Name of Petitioner]
- Relationship to Applicant: [e.g., spouse, parent, etc.]

3. **Attached Documents:**

- [List of documents enclosed, e.g., Form I-864, Affidavit of Support, etc.]
- [Any additional evidence or forms, if applicable]

I kindly request that you review my application and provided documents to facilitate the next steps in the processing. If further information is needed or if there are any issues with my application, please do not hesitate to reach out to me at the phone number or email address provided above.

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]