

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

U.S. Citizenship and Immigration Services

[Specific USCIS Office Address]

[City, State, Zip Code]

Subject: Request for NVC Application Processing - [Case Number or Applicant Details]

Dear Sir/Madam,

I am writing to formally submit my application to the National Visa Center (NVC) for the processing of my immigrant visa. My details are as follows:

Applicant's Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Country of Origin: [Your Country]

Case Number: [Your Case Number]

Petitioner's Name: [Petitioner's Full Name]

Petitioner's Relationship to Applicant: [Relationship]

Enclosed with this letter, please find the following documents:

1. Form DS-260 (Immigrant Visa Electronic Application)
2. Copy of the approved petition (Form I-130 or I-140)
3. Financial support documents (Form I-864)
4. Civil documents (birth certificates, marriage certificates, police certificates, etc.)
5. Passport-sized photographs
6. Any additional required documents

I kindly request the NVC to process my application as efficiently as possible. If further information or documentation is needed, please do not hesitate to contact me.

Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Petitioner]