

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

[Recipient Name]
[Recipient Title]
[Organization/Agency Name]
[Organization Address]
[City, State, Zip Code]

Subject: Explanation Letter for NVC Case [Case Number]

Dear [Recipient Name],

I am writing to provide an explanation regarding my NVC case number [Case Number].

[Begin with a brief introduction about your case, including the petitioner and beneficiary names, relationship, and the purpose of your application.]

[Explain the specific circumstances or issues pertaining to your case. This may include any delays, missing documents, or misunderstandings that may have arisen.]

[If applicable, detail any steps already taken to resolve the issues. Mention any additional documents you are including in this letter.]

[Conclude with a polite request for assistance or guidance on how to proceed next. Reiterate your commitment to comply with all requirements and to resolve any outstanding issues quickly.]

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 Case Number]