

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

[Date]  
[Consular Officer's Name (if known)]  
[U.S. Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Subject: NVC Case Inquiry for Case No. [Your Case Number]

Dear [Consular Officer's Name or "Sir/Madam"],

I hope this letter finds you well. I am writing to inquire about the status of my immigrant visa case number [Your Case Number], submitted on [Submission Date].

As per the National Visa Center (NVC) communication, I have completed all necessary steps, including [briefly list steps taken, e.g., submitting necessary documents, paying fees]. However, I have not yet received any updates regarding the interview appointment.

I would appreciate any information you could provide regarding the status of my case, including any additional steps I may need to take.

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 Relationship to the Principal Applicant (if applicable)]