[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number] [Date] [Recipient Name] [Title/Position] [U.S. Citizenship and Immigration Services/Consulate/Embassy Name] [Address] [City, State, Zip Code] Subject: Support for NVC Case Number [NVC Case Number] Dear [Recipient Name], I am writing to express my support for the NVC case of [Beneficiary's Name], with case number [NVC Case Number]. [Paragraph 1: Brief introduction of your relationship with the beneficiary and your reason for writing.] [Paragraph 2: Provide specific details about the beneficiary's background, character, and why they deserve to be granted the visa.] [Paragraph 3: Mention any relevant information about the case or any supporting documents that are attached.] Thank you for considering my support for [Beneficiary's Name]'s case. I believe that they will greatly contribute to our community. Sincerely, [Your Signature (if sending a hard copy)] [Your Printed Name]