

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

National Visa Center

[Address of NVC]  
[City, State, Zip Code]

Subject: [Your Case Number or Petitioner Name]

Dear NVC Officer,

I hope this letter finds you well. My name is [Your Full Name], and I am the petitioner for [Name of Beneficiary] in case number [Case Number]. I am writing to provide additional information and documentation as requested for our visa application process.

[Paragraph 1: Briefly explain your relationship with the beneficiary and the purpose of the visa application.]

[Paragraph 2: Include any specific updates or information pertinent to the application, such as new documentation or changes in circumstances.]

[Paragraph 3: Express gratitude for their assistance and offer to provide further information if needed.]

Thank you for your attention to this matter. I appreciate your assistance in expediting our case. Please do not hesitate to contact me via email or phone if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]