

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

National Visa Center
31 Rochester Ave, Suite 200
Portsmouth, NH 03801-2909

Subject: Inquiry Regarding NVC Case Processing - Case Number: [Your Case Number]

Dear Sir/Madam,

I hope this message finds you well. I am writing to inquire about the current status of my visa application, case number [Your Case Number], which was submitted to the National Visa Center on [Submission Date]. To assist you in locating my file, the details of my case are as follows:

- Principal Applicant: [Principal Applicant's Full Name]
- Beneficiary: [Beneficiary's Full Name]
- Date of Birth: [Beneficiary's Date of Birth]
- Petition Type: [Immigrant/Non-Immigrant]

I would appreciate any updates on the processing of my case and the expected timeline moving forward. If there are additional documents required or any issues that need to be addressed, please do let me know. 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]