

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
National Visa Center
Attn: [Specific Department/Unit if applicable]
31 Rochester Ave, Suite 200
Portsmouth, NH 03801-2915
Subject: Request for NVC Interview - Case Number: [Insert Case Number]
Dear Sir/Madam,
1. **Introduction**
- Briefly introduce yourself and the purpose of the letter.
2. **Case Information**
- Provide details about the case, including:
- Beneficiary's name
- Petitioner's name
- Relationship to the beneficiary
- NVC case number

3. **Visa Type**
- Specify the type of visa you are applying for.
4. **Request for Interview**
- Clearly state your request for the NVC interview.
- Mention any pertinent details or urgency regarding the situation.
5. **Documentation**
- List any documents you have included or will provide to support your request.
6. **Contact Information**
- Restate your contact information for any follow-ups.
7. **Closing Statement**
- Thank the NVC for their attention to your request and express hope for a timely response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to the Beneficiary]