

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

Dear [Consular Officer's Name or "To Whom It May Concern"],

Subject: Request for NVC Interview

I hope this letter finds you well.

I am writing to formally request an NVC interview for my immigration case. My case number is [Case Number].

[Brief introduction about yourself and your situation, e.g., your relationship to the petitioner, important dates, etc.]

I appreciate the opportunity to present my case and provide any necessary documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]