

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

National Visa Center
31 Rochester Ave, Suite 200
Portsmouth, NH 03801-2915
Subject: Request for NVC Interview Appointment

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request an interview appointment for my visa application (Case Number: [Your Case Number]).

I have completed all the necessary documentation and submitted the required fees as per NVC guidelines. Following your instructions, I have also provided the necessary civil documents along with my application. I kindly request your assistance in scheduling my interview at your earliest convenience. If any additional information or documentation is required, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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