

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

[Consular Section]
[U.S. Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Subject: NVC Interview Appointment Confirmation

Dear [Consular Officer's Name or "Sir/Madam"],

I am writing to confirm my NVC interview appointment scheduled for [Date] at [Time] at the [U.S. Embassy/Consulate Name]. My case number is [Case Number].

I will be attending the interview along with my [relationship, e.g., spouse, child, etc.], [Full Name of Accompanying Individual]. We have prepared the required documents as per the instructions provided by the National Visa Center.

Please let us know if there are any additional documents or information needed prior to the appointment.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Case Number]
[Your Visa Category]