

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

Dear Consular Officer,

Subject: Request for NVC Interview Appointment - [Case Number]

I hope this letter finds you well. I am writing to formally request an interview appointment at your esteemed consulate for my immigrant visa application, which is associated with the National Visa Center (NVC) under case number [insert case number].

I am [briefly introduce yourself and your relationship to the petitioner, if applicable] and my visa application was submitted to the NVC on [insert submission date]. All required documentation has been duly completed and submitted as per NVC guidelines.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Visa Category: [Type of Visa]

I respectfully request your assistance in scheduling an interview at your earliest convenience. I am prepared to comply with all necessary requirements and provide any further information if needed.

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

Sincerely,

[Your Name]

[Your Signature (if submitting a hard copy)]

[Enclosures: List any attached documents, if applicable]