

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

[Consulate/Embassy Address]
[City, State, Zip Code]

Subject: Request for NVC Interview Scheduling

Dear [Consular Officer's Name or "United States Consulate"],

I hope this letter finds you well.

I am writing to formally request the scheduling of an interview for my immigrant visa case. My details are as follows:

- **Case Number:** [Your Case Number]
- **Petitioner's Name:** [Petitioner's Full Name]
- **Beneficiary's Name:** [Beneficiary's Full Name]
- **Date of Birth:** [Beneficiary's Date of Birth]
- **Priority Date:** [Your Priority Date]

I have completed all the required steps and submitted the necessary documents as outlined in the National Visa Center's guidelines. Please let me know if there are any additional actions needed on my part.

Thank you for your attention to this matter. I look forward to your prompt response regarding the scheduling of my interview.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]