

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

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

Subject: Request for NVC Interview Appointment - Case No: [Your Case Number]

Dear [Consular Officer's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to formally request an appointment for my NVC interview regarding my visa application with case number [Your Case Number].

I have completed all necessary documentation, submitted the required fees, and my case has been processed by the National Visa Center (NVC). As per the provided guidelines, I believe I have fulfilled all obligations necessary for the scheduling of my interview.

Please find enclosed copies of the following documents for your reference:

1. Confirmation of payment of fees
2. DS-260 form
3. Civil documents (e.g., birth certificate, marriage certificate, etc.)
4. Affidavit of support (Form I-864)

I kindly request your assistance in scheduling my interview at the earliest convenience. If any further information or documentation is required, please do not hesitate to reach out to me.

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

Sincerely,

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