

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

U.S. Embassy/Consulate
[Embassy/Consulate Address]
[City, State, ZIP Code]

Subject: NVC Visa Interview Appointment Letter

Dear [Consular Officer/Interview Officer],

I am writing to confirm my upcoming visa interview appointment at the U.S. Embassy/Consulate. Below are the details of my interview:

- Full Name: [Your Full Name]
- Case Number: [Your Case Number]
- Visa Category: [e.g., Immigrant Visa, Fiance(e) Visa]
- Interview Date: [Date of Interview]
- Interview Time: [Time of Interview]

I will ensure that all required documents are prepared and available for the interview. Should there be any changes to the appointment or additional requirements, please let me know.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a physical letter)]
[Your Printed Name]