

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[National Visa Center]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name or "NVC Officer"],

Subject: Invitation for Interview - Case Number [Your Case Number]

I hope this letter finds you well. I am writing to request an interview regarding my immigrant visa application. I have submitted all the required documents and am eager to proceed with the next steps in this process.

[Briefly state your purpose for the interview and any relevant details about your case, such as your relationship to the petitioner, the visa category, etc.]

I appreciate the time and effort being put into my case and look forward to your response. Please let me know if you require any additional information from my side.

Thank you for your attention to this matter.

Sincerely,

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