

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

[Date]
[Recipient Name]
[Recipient Title]
[National Visa Center]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: [Reason for the letter, e.g., "NVC Interview Appointment Confirmation"]

I hope this letter finds you well. I am writing to formally request [specific request, e.g., "information regarding the status of my NVC interview"] for my visa application (Case Number: [Your Case Number]). [Provide a brief explanation of the situation, including any relevant details and your relationship to the applicant, if applicable.]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to reach me at [your phone number] or [your email address] if you require any further information.

Thank you for your assistance.

Sincerely,

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