

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

[National Visa Center]
[Address of the NVC]
[City, State, ZIP Code]

Subject: Request for NVC Approval

Dear Sir/Madam,

I hope this letter finds you well. I am writing to respectfully request the approval of my case with the National Visa Center (NVC).

Case Details:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Case Number: [Your NVC Case Number]
- Petitioner's Name: [Petitioner's Full Name]
- Relationship to Petitioner: [Your Relationship]

I have submitted all the required documentation and fees related to my case. [Briefly outline any specifics related to the documents or fees, if necessary.]

Please let me know if there are any additional steps I need to take or further information I need to provide to expedite the approval process.

Thank you for your attention to my case. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Petitioner]