

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

National Visa Center  
31 Rochester Ave Suite 200  
Portsmouth, NH 03801-2915  
Subject: Request for NVC Approval

Dear Sir/Madam,

I am writing to confirm my request for approval regarding [specific case or petition details, e.g., "my I-130 petition for my spouse, Case Number: XXXXXXXX"].

I have completed all required steps and submitted the necessary documents. I respectfully request your review and approval of my application.

Thank you for your attention to this matter. Please let me know if you require any further information.

Sincerely,

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